

88, December 19

4

State of Minnesota

# STATE REGISTER

Department of Administration—Print Communications Division

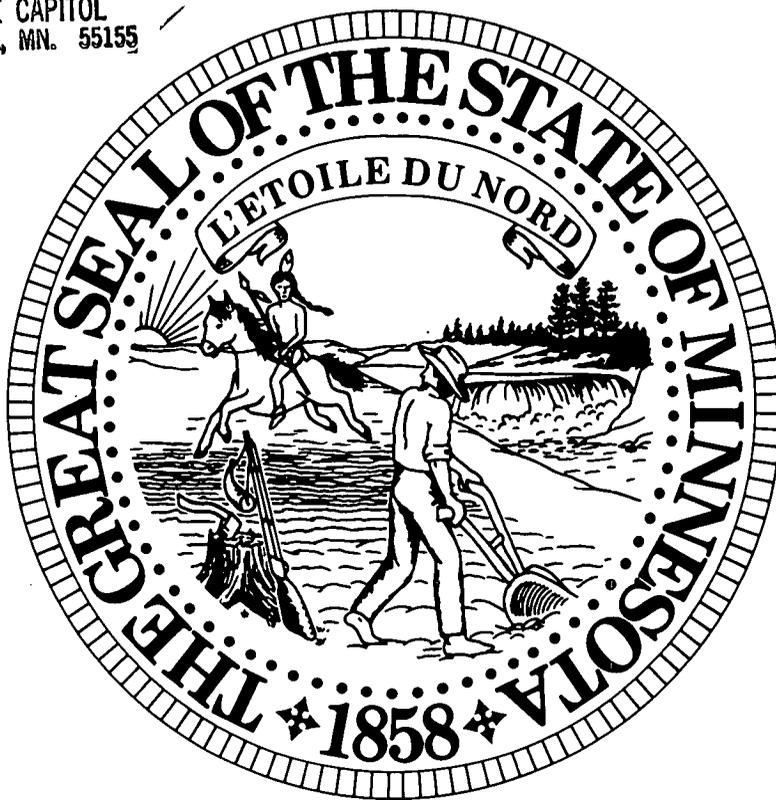
RECEIVED

DEC 20 1988

LEGISLATIVE REFERENCE LIBRARY

STATE CAPITOL

ST. PAUL, MN. 55155



Published every Monday

19 December 1988

Volume 13, Number 25

Pages 1427-1474

# STATE REGISTER

## Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, containing executive orders of the governor, proposed and adopted rules of state agencies, official notices to the public, state and non-state public contracts, grants, supreme court and tax court decisions, and a monthly calendar of cases to be heard by the state supreme court.

### Printing Schedule and Submission Deadlines

Vol. 13 Issue Number	*Submission deadline for Executive Orders, Adopted Rules and **Proposed Rules	*Submission deadline for State Contract Notices and other **Official Notices	Issue Date
25	Monday 5 December	Monday 12 December	Monday 19 December
26	Monday 12 December	Friday 16 December	Monday 26 December
27	Monday 19 December	Friday 23 December	Monday 2 January
28	Friday 23 December	Friday 30 December	Monday 9 January

\*Deadline extensions may be possible at the editor's discretion; however, none will be made beyond the second Wednesday (12 calendar days) preceding the issue date for rules, proposed rules and executive orders, or beyond the Wednesday (5 calendar days) preceding the issue date for official notices. Requests for deadline extensions should be made only in valid emergency situations.

\*\*Notices of public hearings on proposed rules and notices of intent to adopt rules without a public hearing are published in the Proposed Rules section and must be submitted two weeks prior to the issue date.

Instructions for submission of documents may be obtained from the State Register editorial offices, 504 Rice Street, St. Paul, Minnesota 55103, (612) 296-4273.

The *State Register* is published by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, Minnesota 55155, pursuant to Minn. Stat. § 14.46. Publication is weekly, on Mondays, with an index issue in September. In accordance with expressed legislative intent that the *State Register* be self-supporting, the subscription rate has been established at \$130.00 per year, postpaid to points in the United States. Second class postage paid at St. Paul, Minnesota. Publication Number 326630. (ISSN 0146-7751) No refunds will be made in the event of subscription cancellation. Single issues may be obtained at \$3.50 per copy.

Subscribers who do not receive a copy of an issue should notify the *State Register* Circulation Manager immediately at (612) 296-0931. Copies of back issues may not be available more than two weeks after publication.

**Rudy Perpich, Governor**

**Sandra J. Hale, Commissioner  
Department of Administration**

**Stephen A. Ordahl, Director  
Print Communications Division**

**Robin PanLener, Editor**

**Paul Hoffman, Assistant Editor**

**Debbie Kobold, Circulation Manager**

**Bonita Karels, Staff Assistant**

## FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

### SENATE

**Briefly-Preview**—Senate news and committee calendar; published weekly during legislative sessions.

**Perspectives**—Publication about the Senate.

**Session Review**—Summarizes actions of the Minnesota Senate.

Contact: Senate Public Information Office  
Room 231 State Capitol, St. Paul, MN 55155  
(612) 296-0504

### HOUSE

**Session Weekly**—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions

**This Week**—weekly interim bulletin of the House.

**Session Summary**—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

Contact: House Information Office  
Room 175 State Office Building, St. Paul, MN 55155  
(612) 296-2146

# Contents

## **Minnesota Rules: Amendments & Additions**

Issues 14-25 inclusive (issues # 1-13 appeared in # 13) 1430

## **Proposed Rules**

### **Labor & Industry Department**

Revisions to the Occupational Safety and Health Standards ..... 1432

### **Public Utilities Commission**

Withdrawal of rules for telephone inter-exchange calling 1436

## **Adopted Rules**

### **Charitable Gambling Control Board**

Emergency amendments to rules for lease payments .... 1437

### **Electricity Board**

Supervision of unlicensed personnel ..... 1437

### **Environmental Quality Board**

Environmental Review Program ..... 1437

### **Human Services Department**

Case management services for persons with serious and persistent mental illness ..... 1439

Maintenance payments and difficulty of care payments for children in foster care ..... 1448

Revisor instructions on the human services licensing act 1448

### **Public Safety Department**

School bus driver endorsement ..... 1448

## **Official Notices**

### **Commerce Department**

Activation of the Minnesota Joint Underwriting Association to insure specified classes of business and public hearing ..... 1449

### **Health Department**

Opinion sought on a request for a waiver of HMO statutes and rules by Group Health, Inc. .... 1451

Volunteers sought for exception to the moratorium advisory review panel ..... 1451

### **Human Services Department**

Opinion sought on rules for requirements county and private agencies must comply with in performing licensing functions delegated by the commissioner of human services related to family day care, adult foster care, and child foster care ..... 1451

### **Metropolitan Council**

Public hearing on a revised capital improvement program for regional recreation open space (regional parks) for 1990 and beyond ..... 1452

Public hearing on a proposed amendment to the *Metropolitan Development Guide—Recreation*

*Open Space Policy Plan* designating a railroad corridor as a regional trail, exploring its use for light rail transit, and determining the need for I-94 bridge extensions ..... 1452

## **Pollution Control Agency**

Public meeting on revision of Minnesota's state implementation plan for air quality to include revised permanent rules relating to air quality definitions, emissions offsets, and air quality permitting ..... 1452

## **Secretary of State**

Vacancies in multi-member state agencies ..... 1453

## **State Contracts & Advertised Bids**

### **Administration Department**

Materials Management Division: Contracts ..... 1454

Awards ..... 1455

Print Communications Division: Contracts ..... 1457

Awards ..... 1458

### **InterTechnologies Group:**

Availability of strategic and business planning ..... 1460

## **Health Department**

Request for proposals for computer programming ..... 1460

## **Minnesota Historical Society**

Request for proposals for conservation-restoration needs assessment for historic house-museum ..... 1461

## **Human Services Department**

Request for proposals to expand and improve chemical dependency services to the Hispanic rural and migrant farmworker ..... 1462

Request for proposals for specialized services for hearing impaired persons experiencing chemical abuse or dependency problems ..... 1462

## **Jobs & Training Department**

Availability of request for proposals for consultants to develop a space utilization plan ..... 1463

## **State University Board**

Request for proposal for actuarial consulting assistance . 1463

## **Trade & Economic Development Department Public Facilities Authority**

Request for proposal for an underwriter ..... 1464

## **Non-State Public Contracts**

### **Metropolitan Council**

Request for qualifications for an evaluation consultant ..... 1467

## **Supreme Court Decisions**

Decisions and Orders filed Friday 16 December 1988 ... 1467

**Announcements** ..... 1467

# Minnesota Rules: Amendments and Additions

## NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific *Minnesota Rule* chapter numbers. Every odd-numbered year the *Minnesota Rules* are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as **Proposed Rules**. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-652-9747 and ask for "Documents."

### Minnesota State Agricultural Society (Minnesota State Fair)

S.F. 1.1-.21; S.F. 2.1-.18; S.F. 3.1-.14 (adopted) . . . . . 1369

### Agriculture Department

1511.0100-.0170 (proposed emergency) . . . . . 982  
 525.1110; .1410; .1470; .1510; .2020; .2320; .2330; .2390;  
 .2430; .2520; 1530.0740; .0750; .0810 (adopted) . . . 980 and 1107  
 1525.0510; .0520; .0550; .1470 s.3; .2030; .2040; .2050; .2060;  
 .2070; .2090; .2100; .2110; .2120; .2130; .2140; .2150; 2160;  
 .2170; .2180; .2190; .2200; .2210; .2220; .2230; .2240; .2250;  
 .2260; .2270; .2280; .2290 (repealed) . . . . . 980 and 1107

### Attorney General

2010.0300; .0500; .9915; .9940; .9960 (adopted) . . . . . 1376

### Commerce Department

2640.0100; .1100; .1700; .3300; .3500; .4100; .5100;  
 .5200; .5500; .5600; .6000; .6700; .6800; .6900; .7000;  
 .8200; .8900; .9200 (adopted) . . . . . 1056  
 2640.0100 s.7 (repealed) . . . . . 1056  
 2675.6400 (withdrawn) . . . . . 975  
 2755.0400 (proposed) . . . . . 1175  
 2790.0200 (repealed) . . . . . 1378  
 2790.1750-.1751; .2200 (adopted) . . . . . 1378  
 2875.0115; .0116; .3500; .3531-.3533 (adopted) . . . . . 1379  
 2875.3500 s.4 (repealed) . . . . . 1379

### Jobs & Training Department

3300.0100; .0200; .0400; .0500; .0601 (adopted) . . . . . 932  
 3300.0500 s.2 (repealed) . . . . . 932  
 3310.0400; .0500; 3315.0200 s.2,3,4; .1100 s.1; .3400 s.1;  
 .6200 s.2 (repealed) . . . . . 1057  
 3315.0100; .0200-.0202; .0210; .0300; .0400; .0500; .0600;  
 .0810; .0915; .1000; .1100; .1200; .1301; 1310; .1315; .1400;  
 .1500; .1600; .1650; .1700; .1800; .1900; .2010; .2100; .2200;  
 .2410; .2610; .2700; .2750; .2810; .3210; .3220; .3600; .3700;  
 .3800; .4100; .5100; .6100 (adopted) . . . . . 1057  
 3315.0300-.6200 s.1 (renumbered) . . . . . 1057

### Education Board

3500.0550 (proposed) . . . . . 800  
 3515.5700; .7200 (overlap period repealer) . . . . . 1048  
 3515.8400-.8800; .9000 (repealed overlay period) . . . . . 1238

### Vocational Technical Education Board

3700.0100; .0200; .0205; .0210; .0215; .0220; .0225; .0230;  
 .0235; .0240; .0245; .0250; .0255; .0260; .0265; .0270;  
 .0275; .0280; .0290 (proposed) . . . . . 1048  
 3700.0205 s.5,6 (proposed repealer) . . . . . 1048  
 3700.0900-.0903 (adopted) . . . . . 1238  
 3709.0100-.0220 (proposed) . . . . . 1143

### Electricity Board

3800.0900 (adopted) . . . . . 1437

### Environmental Quality Board

4410.0200; .0400; .1000; .1100; .1300; .1700; .2000;  
 .2100; .2800; .3000; .3100; .3110; .3600; .3800; .4300;  
 .4400; .4600; .5000; .6000; .6200; .6300; .6400 (adopted) . . . 1437  
 4410.0200 s.66, 72, 74; .1700 s.8; .3100 s.3; .6100 s.2;  
 .6200 s.3; .6400 s.2 (repealed) . . . . . 1437  
 4415.0010-.0215 (proposed) . . . . . 802

### Health Department

4617.0002; .0060; .0061; .0062; .0063; .0064; .0065; .0070;  
 .0075; .0080; .0085; .0090; .0095; .0100 (adopted) . . . . . 1190  
 4625.2300; .5000 (proposed) . . . . . 817  
 4630.2000 (proposed) . . . . . 817  
 4655.1070; .1072; .1074; .1076; .1078; .1080; .1082;  
 .1084; .1086; .1088; .1090; .1092; .1094; .1096; .1098;  
 .1100 (adopted emergency) . . . . . 1270  
 4670.2300 (adopted) . . . . . 1057  
 4670.4200; .4210; .4220; .4230; .4240 (proposed) . . . . . 1023  
 4730.0500 (proposed) . . . . . 975

### Board of Social Work

4740.0100-.0300 (adopted emergency) . . . . . 1381  
 4740.0100-.0170 (proposed) . . . . . 1079  
 4740.1010-.1090 (proposed) . . . . . 1079

### Housing Finance Agency

4900.0010; .0610; .0630; .0640; .0660 (proposed) . . . . . 1264  
 4900.0640 subpart 3 (proposed repealer) . . . . . 1264  
 4900.1530-.1533; .1550; .1560; .1570 (repealed) . . . . . 932

### Occupational Safety and Health Review Board

5205.0010 (proposed) . . . . . 1432

# Minnesota Rules: Amendments & Additions

5215.0700 s.1 (proposed renumbering) .....	1266
5215.0710; .0720; .0750; .2530 s.6 (proposed repealer) .....	1266
5215.0711; .0721; .0730; .2000; .2560; .5300; .6100 (proposed) .....	1266
<b>Labor &amp; Industry Department</b>	
5225.0010; .0090; .0500; .0550; .0600; .0700; .0880; .0900; .1000; .1200; .1350; .2100; .2200; .2400; .2500; .2600; .2610; .3100; .3200; .3400; .3500; .4000; .4100; .4200; .4300; .4400; .4500; .4600; .4700; .4800; .4900; .5000; .5100; .5200; .9000 (proposed) .....	912
5225.0800; .2000; .2500 s. 1, 2; .2800 (proposed repealer) ..	912
<b>Marriage and Family Therapy Board</b>	
5300.0100-.0360 (proposed emergency) .....	984
<b>Mediation Services Bureau</b>	
5510.2410; .2905; .2915; .2930; .3005 (adopted) .....	1275
5510.2810 subpart 6; .2910; .3010; .3110 (adopted repealer) .	1275
<b>Natural Resources Department</b>	
6115.0060; .0065; .0080; .0120 (proposed) .....	1229
6116.0010-.0070 (adopted) .....	1235
<b>Optometry Board</b>	
6500.2000 (proposed) .....	1368
<b>Podiatric Medicine Board</b>	
6900.0010; .0020; .0030; .0160; .0200; .0210; .0250; .0300; .0400 (adopted) .....	1237
6900.0300 s.6 (repealed) .....	1237
<b>Pollution Control Agency</b>	
Chapters 7001 and 7005 (revisor's instructions) .....	1092
7001.0150; .0560; .0650; .0730; 7045.0020; .0075; .0125; .0127; .0135; .0214; .0365; .0450; .0458; .0478; .0552; .0564; .0584; .1300; .1305; .1310; .1315; .1320; .1325; .1330; .1350; .1355; .1360; .1380 (adopted) .....	1238
7001.0020-.3550; 7035.0300-.2875 (adopted) .....	1150
7001.0020; .1200; .1210; .1215; .1220; 7002.0020; .0100; 7005.0100; .0116; .0520; .1310; .1600; .2860; .2950; .2960; .2990 (proposed) .....	1086
7002.0020 s.8 (proposed repealer) .....	1086
7005.0100; .3020; .3030; .3040; .3050; .3060 (proposed) ....	1092
7005.0100 s.9,10a,44; .3030 s.3,4,14,15,16,17,18,19; .3040 s.6 (proposed repealer) .....	1092
7005.0390; .0400; .1850 s.8; Chapter 7002 (revisor's instructions) .....	1086
7035.0100; .0200; .0500; .0900; .1000; .1500; .2000; .2100; .2200; .2300; .2400 (repealed) .....	1150
7046.0020; .0031; .0040; .0050; .0070 (proposed) .....	925
7075.0409; .0411; .0428; (proposed) .....	1181
7075.1005; .1010; .1020; .1030; .1040; .1050; .1060; .1070; .1080; .1090; (proposed) .....	1176
7075.1105; .1110; .1115; .1120; .1125; .1130; .1135; .1140; .1145; .1150; .1155; .1160 (adopted) .....	1238
<b>Psychology Board</b>	
7200.0100; .0400; .0500; .0600; .0800; .0900; .1000; .1100; .1200; .1300; .1410; .1450; .1600; .1700; .1800; .2000; .2600; .3000; .3200; .3500; .3510; .3605; .3610; .3620; .3700; .3900; .4600; .4700; .4810; .4900; .5000; .5100; .5200; .5300; .5400; .5600; .5700; .6000 (proposed) .....	876
7200.1400; .3600; .3800; .4800; 5200 s.6 (proposed repealer) .	876

<b>Public Safety Department</b>	
7406.0100; .0300; .0500; .0700 (proposed) .....	977
7410.2500; .2600; .2610; .2800 (adopted) .....	980
7414.0200; .0400; .1200 (adopted) .....	1448
7520.1000; .1100 (proposed) .....	1044
7530.0010; .0020; .0030; .0040; .0050; .0060 (proposed emergency) .....	1276
<b>Public Service Department</b>	
7605.0100-.0160 (proposed) .....	1232
<b>Public Utilities Commission</b>	
7815.0100; .0700; .0800; .0900; .1000; .1050; .1100; .1200; .1400; .1500; .1600 (withdrawn) .....	1436
7817.0100; .0200; .0300; .0400; .0600.; .0900 (proposed) .....	1185
7840.1150 (proposed) .....	930
<b>Charitable Gambling Control Board</b>	
7860.0090 (adopted emergency) .....	1437
<b>Reinvest in Minnesota (RIM) Reserve Program</b>	
8400.3000-.3930 (adopted) .....	1056
<b>Transportation Department</b>	
8800.2800 (adopted) .....	1154
<b>Unlicensed Mental Health Service Providers Board</b>	
9000.0050-.0200 (proposed emergency) .....	1102
<b>Human Services Department</b>	
REVISOR INSTRUCTIONS (proposed) .....	911
REVISOR INSTRUCTIONS (adopted) .....	1448
9500.1090; .1095; .1100; .1130 (proposed) .....	859
9500.1100 s. 21a (proposed repealer) .....	859
9500.1206; .1232; .1257; .1262; .1266 (proposed) .....	1028
9505.0175; .0476-.0491 (adopted) .....	1439
9505.0275; .1693; .1696; .1699; .1701; .1703; .1706; .1709; .1712; .1715; .1718; .1724; .1727; .1730; .1733; .1736; .1739; .1742; .1745; .1748 (adopted) .....	1150
9505.1500-.1690 (repealed) .....	1150
9505.0297; .0446 (proposed) .....	1224
9505.0500; .0510; .0520; .0521; .0522; .0530; .0540 (proposed) .....	864
9505.5000; .5005; .5010; .5015; .5035; .5040; .5050; .5055; .5060; .5065; .5070; .5075; .5080; .5090; .5096; .5100; .5105 (proposed) .....	855
9505.5095 (proposed repealer) .....	855
9525.0215-.0355 (proposed) .....	836
9525.0210; .0220; .0230; .0240; .0250; .0260; .0270; .0280; .0290; .0300; .0310; .0320; .0330; .0340; .0350; .0360; .0370; .0380; .0390; .0400; .0410; .0420; .0430 (proposed repealer) .....	836
9525.2000-.2140 (proposed) .....	824
9560.0650-.0656 (adopted) .....	1448
9560.0650 s.2 (repealed) .....	1448
9575.0620 (adopted) .....	1057
9575.1500 (proposed) .....	1031
<b>Workers' Compensation Court of Appeals</b>	
9800.0100; .0300; .0400; .0500; .0510; .0900; .1000; .1100; .1400; .1500; .1600; .1710; .1720; .1800 (adopted) .....	981
9800.0500 s.2; .0600; .0900 s.4; .1300 (repealed) .....	981

## Proposed Rules

Pursuant to Minn. Stat. §§ 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted.

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§ 14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

## Department of Labor and Industry

### Occupational Safety and Health Division

### Proposed Revisions to the Occupational Safety and Health Standards

#### Request for Comments

NOTICE IS HEREBY GIVEN that the Department of Labor and Industry, Occupational Safety and Health Division (Minnesota OSHA) proposes to adopt the following revisions to the Department of Labor and Industry, Occupational Safety and Health Rules, as authorized under *Minnesota Statutes* § 182.655 (1986). These revisions propose the adoption by reference of Occupational Safety and Health Standards that have already been proposed and adopted by the Federal Occupational Safety and Health Administration (Federal OSHA).

Complete copies of the federal standards proposed for adoption are available by writing: Occupational Safety and Health Division, Department of Labor and Industry, 443 Lafayette Road, St. Paul, Minnesota 55101; or by calling (612) 297-3254.

Interested persons are hereby afforded a period of 30 days to submit written data or comments on the described standards. Any interested person may file with the Commissioner written objections to the proposed standards stating the grounds for those objections. Such person may request a public hearing on those objections. Written comments or requests for hearing should be sent to the above address and must include the name and address of the person submitting the comment or request, identify the rule addressed, define the reason for the comment or hearing request, and discuss any proposed changes.

Ken Peterson, Commissioner  
Department of Labor and Industry

#### Standards as Proposed

##### 5205.0010 ADOPTION OF FEDERAL OCCUPATIONAL SAFETY AND HEALTH STANDARDS BY REFERENCE.

The Minnesota Department of Labor and Industry, Occupational Safety and Health standards and rules are amended by incorporating and adopting by reference, and thereby making a part thereof, Title 29 of the *Code of Federal Regulations* as follows:

Part 1910: Occupational Safety and Health Standards as published in Volume 43, No. 206 of the *Federal Register* on October 24, 1978 and corrected in Volume 43, No. 216 on November 7, 1978 which incorporates changes, additions, deletions, and corrections made up to November 7, 1978; and subsequent changes made prior to ~~June 30, 1988~~ November 30, 1988:

*Federal Register*, Vol. 53, No. 139, dated July 20, 1988; "Occupational Exposure to Asbestos, Tremolite, Anthophyllite, and Actinolite (1910.1001 and 1910.1101)—Extension of Partial Stay and Amendment of Final Rule."

*Federal Register*, Vol. 53, No. 143, dated July 26, 1988; "Occupational Exposure to Ethylene Oxide (1910.1047); Approval of Information Collection Requirements; Amendment of Effective Date of Information Collection Requirements."

*Federal Register*, Vol. 53, No. 170, dated September 1, 1988; "Occupational Exposure to Formaldehyde (1910.1048); Notice of Deferral of Effective Date for Certain Laboratories."

*Federal Register*, Vol. 53, No. 174, dated September 8, 1988; "Servicing of Multi-Piece and Single Piece Rim Wheels (1910.177); Technical Amendments to Final Rule."

Federal Register, Vol. 53, No. 178, dated September 14, 1988: "Occupational Exposure to Asbestos, Tremolite, Anthophyllite, and Actinolite; Amendment to Final Rule (1910.1001 and 1926.58)."

Federal Register, Vol. 53, No. 185, dated September 23, 1988: "Occupational Exposure to Asbestos, Tremolite, Anthophyllite, and Actinolite; Corrections to September 14, 1988 Federal Register notice."

Federal Register, Vol. 53, No. 216, dated November 8, 1988: "Occupational Exposure to Formaldehyde (1910.1048); Approval of Information Collection Requirements; Start-up Date; Clarification; Technical Amendment; Request for Comments."

Federal Register, Vol. 53, No. 225, dated November 22, 1988: "Occupational Exposure to Formaldehyde (1910.1048); Extension of Start-up Dates."

Part 1926: Construction Safety and Health Regulations as published in Part VII, Volume 44, No. 29 of the *Federal Register* on February 9, 1979, which incorporates changes, additions, deletions, and corrections made up to October 17, 1978, and includes General Industry Occupational Safety and Health Standards (29 CFR Part 1910) which have been identified as applicable to construction work; and subsequent changes made prior to ~~June 20, 1988~~ November 30, 1988:

Federal Register, Vol. 53, No. 139, dated July 20, 1988: "Occupational Exposure to Asbestos, Tremolite, Anthophyllite, and Actinolite (1926.58); Extension of Partial Stay and Amendment of Final Rule."

Federal Register, Vol. 53, No. 148, dated August 2, 1988: "Crane or Derrick Suspended Personnel Platforms [1926.550(g)]."

Federal Register, Vol. 53, No. 178, dated September 14, 1988: "Occupational Exposure to Asbestos, Tremolite, Anthophyllite, and Actinolite (1910.1001 and 1926.58); Amendment to Final Rule."

Federal Register, Vol. 53, No. 179, dated September 15, 1988: "Crane or Derrick Suspended Personnel Platforms [1926.550(g)]; Typographical Corrections to August 2, 1988 Federal Register notice."

Federal Register, Vol. 53, No. 185, dated September 23, 1988: "Occupational Exposure to Asbestos, Tremolite, Anthophyllite, and Actinolite; Corrections to September 14, 1988 Federal Register notice."

**Summary of Standards:** The following summary of the proposed standards is very brief; persons interested in reviewing any of these standards in their entirety may obtain a copy as noted above.

A) "Occupational Exposure to Asbestos, Tremolite, Anthophyllite, and Actinolite—Extension of partial stay and amendment of final rule." In June, 1986, Federal OSHA issued revised standards governing occupational exposure to asbestos, tremolite, anthophyllite, and actinolite for general industry and construction (29 CFR 1910.1001 and 1926.58). In October, 1986, Federal OSHA issued a partial administrative stay of the revised standard as it applies to non-asbestiform tremolite, anthophyllite and actinolite. (While the stay is in effect, non-asbestiforms of tremolite, anthophyllite and actinolite will be regulated under the 1972 asbestos standard, renumbered at 29 CFR 1910.1101.) Minnesota OSHA adopted the revised standards along with the partial administrative stay on November 10, 1986.

The administrative stay, which was originally scheduled to expire on April 21, 1987, was extended to July 21, 1988. On July 20, 1988, Federal OSHA extended the stay to July 21, 1989 to allow more time to conduct supplemental rulemaking on the issue of whether non-asbestiform tremolite, anthophyllite and actinolite should continue to be regulated in the same standard as asbestos or treated in some other way. The "old," or 1972, version of the asbestos standard will continue to apply to non-asbestiforms of tremolite, anthophyllite and actinolite for the duration of the stay.

By this notice, Minnesota OSHA proposes to adopt the extension of the administrative stay for non-asbestiforms of tremolite, anthophyllite, and actinolite as published in the *Federal Register* on July 20, 1988.

B) "Occupational Exposure to Ethylene Oxide; approval of information collection requirements; amendment of effective date of information collection requirements." Federal OSHA published an amendment to the standard for ethylene oxide (29 CFR 1910.1047) on April 6, 1988, adopting an excursion limit of 5 parts of Et0 per million parts of air (5 ppm) averaged over a sampling period of 15 minutes. The information collection requirements contained in the amendment were transmitted to the Office of Management and Budget (OMB) for review and clearance; at the same time, extension of clearance for information collection requirements found in the existing Et0 standard was also requested. Minnesota OSHA adopted the amended Et0 standard on September 12, 1988.

All information collection requirements contained in 29 CFR 1910.1047 have now received OMB paperwork clearance. The OMB clearance is effective until May 31, 1991. The affected paragraphs include (a)(2) Objective Data Exclusion; (d) Exposure Monitoring;

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. **Strike outs** indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. **Strike outs** indicate deletions from proposed rule language.

## Proposed Rules

---

(f)(2) Compliance Program; (g)(3) Respirator Program; and (j) Communication of EtO Hazards to Employees. Federal OSHA has established a start-up date of October 6, 1988 for these provisions. In Minnesota, these provisions will become effective five days after publication of the adoption notice in the *State Register*. The start-up date for implementation of engineering controls required in paragraph (f)(1) remains December 6, 1988, for Federal and Minnesota OSHA.

By this notice, Minnesota OSHA proposes to adopt the information collection requirements of 29 CFR 1910.1047 as published in the *Federal Register* on July 26, 1988.

C) "Crane or Derrick Suspended Personnel Platforms—Final Rule." On August 2, 1988, Federal OSHA amended its construction standards for cranes and derricks, 29 CFR 1926.550, by adding a new paragraph (g) to prohibit the use of cranes or derricks to hoist personnel except in the situation where no safe alternative is possible, and as long as the requirements for such hoisting set out in paragraph (g) are satisfied. This standard is intended to increase worker safety by clearly establishing the conditions under which employees on personnel platforms may be hoisted by cranes or derricks, and to insure that this information is readily available to employers. Hoisting with crane or derrick suspended personnel platforms constitutes a significant hazard to hoisted employees.

The standard prohibits the use of a crane or derrick to hoist employees on a personnel platform, except when the erection, use, and dismantling of conventional means of reaching the worksite, such as a personnel hoist, ladder, stairway, aerial lift, elevating work platform or scaffold, would be more hazardous or is not possible because of structural design or worksite conditions. Load lines used to hoist personnel platforms must be capable of supporting at least seven times the maximum intended load; where rotation-resistant rope is used, the lines must be able to support at least ten times the maximum intended load. The rule also includes design criteria for personnel platforms, specifications for platforms, provisions for loading platforms, requirements for trial lifts and inspection, directions for work practices, and restrictions on traveling personnel platforms.

On October 5, 1987, Minnesota OSHA adopted a similar standard entitled "Personnel Platforms Suspended from Cranes and Derricks." This standard, which applies to both construction and general industry (*Minnesota Rules* 5205.1230-5205.1300 and 5207.0410), included criteria for safe operation, specifications for platform design, inspection and testing requirements, and safe work practice guidelines.

The intent of both standards is the same; namely, to assure worker safety whenever these lifting methods are used. Minnesota OSHA believes that its standard is as effective as the federal standard. However, there are differences in scope, definitions, terminology, and coverage, and the federal standard provides more detail and clarifies some areas that were not clear in the state standard.

After carefully reviewing both standards, Minnesota OSHA has determined that the federal standard should be adopted in place of the state standard. This action will eliminate the confusion that will be caused by the existence of two standards covering the same hazard. To assure uniformity of protection, the federal standard will also be adopted by reference to apply to general industry work locations that use this means of hoisting personnel.

By this notice, Minnesota OSHA proposes to amend *Minnesota Rules* 5205.1230 to 5205.1300 and 5207.0410 by repealing the state-specific standard and adopting 29 CFR 1926.550(g) by reference. This proposed adoption includes the typographical corrections published by Federal OSHA in the *Federal Register* dated September 15, 1988.

D) "Occupational Exposure to Formaldehyde; notice of deferral of effective date for certain laboratories." On September 1, 1988, Federal OSHA published a notice deferring the effective date of the standard on Occupational Exposure to Formaldehyde (1910.1048) for all laboratories (except those classified as anatomy, histology, or pathology laboratories) until January 1, 1989. This action was taken to allow additional time to reach a decision on whether to cover these laboratories under the scope of the Formaldehyde Standard or to include them under the Toxic Substances in Laboratories Standard, which has not yet been published; Federal OSHA expects publication of this standard by January 1, 1989. To avoid possible start-up costs which these other laboratories might incur to comply with the ancillary provisions of the Formaldehyde Standard which may be superseded by the generic laboratory standard, the effective date for coverage of other laboratories under the ancillary provisions of the Formaldehyde Standard is being deferred until January 1, 1989. In the interim period, other laboratories whose employees are exposed to formaldehyde need only comply with the revised permissible exposure limits in the Formaldehyde Standard.

Minnesota OSHA adopted the Occupational Exposure to Formaldehyde Standard on May 30, 1988, along with the extended effective date for "other" laboratories to comply. By this notice, Minnesota OSHA proposes to adopt the extended effective date of January 1, 1989, for these laboratories.

E) "Servicing of Multi-Piece and Single Piece Rim Wheels; technical amendments to final rule." Federal OSHA adopted 29 CFR 1910.177 governing servicing of multi-piece rim wheels on January 29, 1980; the standard was amended on February 3, 1984, to incorporate servicing requirements for single piece rim wheels, and to make minor changes to the multi-piece rim wheel servicing provisions. The standard, in part, requires employers to have "current charts (rim manuals) containing instructions for the types of wheels being serviced. . . available in the service area." The "charts" referred to in that requirement are those published by the U.S. Department of Transportation, National Highway Traffic Safety Administration (NHTSA) [for multi-piece rim wheels] and rim manuals containing the same instructions, safety precautions and other information contained on the charts for single-piece rim wheels [no charts are available for single piece rim wheels].

Federal OSHA began revising the NHTSA charts in 1986 anticipating that the new charts would provide the employer and employee with a more up-to-date listing of the acceptable combinations of multi-piece rim wheel components and would also identify wheel components which are no longer being manufactured. Information pertaining to the safe servicing of single piece rim wheels was also to be included on the charts. Those revised charts are now complete and available for distribution to employers. The new charts are intended to simplify compliance with the standard since they consolidate information from many sources, including the NHTSA charts, the rim manuals, and the standard. NHTSA charts for multi-piece rim wheels and rim manuals for single piece rim wheels will continue to be acceptable. The obligation of the employer to provide such information is not changed by the availability of the new chart. No additional burdens are imposed on employers by this amendment.

To reflect the availability of the new charts, Federal OSHA revised the definition of "charts" to refer to the revised charts or any other posters which contain at least the same instructions, safety precautions and other required information. Paragraph (d)(5) is amended to indicate more clearly that the employer must have either the charts or the applicable rim manuals for the types of wheels being serviced available in the service area. Ordering information has been added to Appendix B.

Minnesota OSHA adopted 29 CFR 1910.177 governing servicing of multi-piece rim wheels on May 19, 1980; the expanded standard incorporating requirements governing servicing requirements for single piece rim wheels was adopted on July 9, 1984. By this notice, Minnesota OSHA proposes to adopt the technical amendments noted above as published in the *Federal Register* on September 8, 1988.

F) "Occupational Exposure to Asbestos, Tremolite, Anthophyllite, and Actinolite; amendment to final rules (29 CFR 1910.1001 and 1926.58)." On June 20, 1986, Federal OSHA published revised standards governing occupational exposure to asbestos, tremolite, anthophyllite, and actinolite in general industry and construction. In these standards, Federal OSHA reduced the 8-hour time weighted average (TWA) permissible exposure limit (PEL) to 0.2 f/cc, but did not issue a short term exposure limit (STEL) or excursion limit for exposure to these materials. On September 14, 1988, Federal OSHA published a notice amending these rules by adding an excursion limit of 1 f/cc average over a sampling period of 30 minutes. This determination is based on a review of the asbestos rulemaking record using criteria set forth by the Court of Appeals for the District of Columbia Circuit which supports the issuance of a 1 f/cc excursion limit measured over 30 minutes for all workplaces affected by the revised asbestos standards.

As with the existing PEL, employers will be required to comply with the excursion limit by establishing and implementing a written program to reduce employee exposure by means of engineering and work practice controls, and respirators when permitted. OSHA believes that the excursion limit generally will not require the purchase of new controls or the development of new processes. Engineering controls and work practices, when feasible, are the preferred methods of reaching the excursion limit. Respirators will be necessary in asbestos cement sheet and pipe plants and operations involving asbestos friction products such as drum brake linings, disc brake linings, disc brake pads, and clutch facings. Brake repair establishments are required to use a solvent spray, and Federal OSHA has determined that employers can successfully reduce their employees' asbestos exposure to below the excursion limit by employing the enclosed cylinder/HEPA vacuum system method. In the construction industry, the use of shrouded tools onsite will reduce asbestos exposure. To comply with an excursion limit in construction maintenance and repair operations, employers can use local exhaust ventilation equipped with HEPA filter dust collection systems, general ventilation systems, wet methods, vacuum cleaners equipped with HEPA filters, enclosure or process isolation, and prompt disposal of asbestos waste.

Regulated areas must be established in any location where occupational exposures to airborne concentrations of asbestos exceed the excursion limit or the PEL. The regulated area generally must consist of a negative-pressure enclosure; however, for small-scale, short-duration operations, the employer may simply mark off the regulated area by posted signs that limit the number of employees entering the area. Employee rotation is prohibited as a means of compliance with the excursion limit. Decontamination facilities must be provided for employees whose exposure exceeds the excursion limit.

Employers must measure the exposure of employees to ascertain whether the excursion limit is being exceeded. Short-term monitoring is required whenever asbestos concentrations will not be uniform throughout the workday and where high concentrations of asbestos reasonably may be expected to be released or created. Peak exposures could be expected during the dry handling of asbestos in manual bagging and charging operations, and during mechanical operations such as cutting, lathing, machining, sawing, drilling, and sanding. Peak exposures could also be expected during maintenance and repair activities where asbestos insulation is disturbed and in automotive repair during brake and clutch servicing. The employer must perform breathing zone sampling that is representative of the 30-minute short term exposure of each employee as well as TWA exposures. Employers must conduct initial monitoring to develop baseline data from which to determine whether they must conduct further periodic monitoring. Initial monitoring is unnecessary for construction employers who have historical monitoring data from construction jobs that were substantially similar to the current project.

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Proposed Rules

---

General industry employers must institute a medical surveillance program for all employees exposed to asbestos above the action or excursion level. Construction employers must implement a medical surveillance program only for employees exposed to asbestos levels above the action or excursion level for 30 or more days per year, and who are required to wear negative-pressure respirators.

The revised standards became effective at the federal level on October 14, 1988 except the information collection requirements in 1910.1001(d)(2), (d)(3), (d)(5), (d)(7), (f)(2), (f)(3)(i), (j)(5), (l), and (m) and 1926.58(f)(2), (f)(3), (f)(6), (h)(3)(i), (k)(3), (k)(4), (m) and (n) as they apply to the excursion limit which will be submitted to OMB for approval.

Minnesota OSHA adopted the final asbestos standards (29 CFR 1910.1001 and 1926.58) on November 10, 1986. By this notice, Minnesota OSHA proposes to adopt the revised standard as described above and published in the *Federal Register* on September 14, 1988, with the exception of the information collection requirements awaiting OMB approval. The revised standards will be effective five days after publication of the adoption notice. This proposal includes the typographical corrections published in the *Federal Register* on September 23, 1988.

G) "Occupational Exposure to Formaldehyde; approval of information collection requirements; clarification; and extension of start-up date for certain provisions." On December 4, 1987, Federal OSHA published a final rule for Occupational Exposure to Formaldehyde (1910.1048) in the *Federal Register*. The Office of Management and Budget (OMB) approved the information collection requirements contained in the final rule with the exception of those contained in paragraphs (m)(1)(i) through (m)(4)(ii). These paragraphs contain criteria for determining when the presence of formaldehyde constitutes a health hazard and prescribed information that must be included on hazard warning labels on containers of formaldehyde, and containers of certain formaldehyde-treated products as well as procedures for developing, updating and distributing MSDSs to accompany formaldehyde and formaldehyde-containing products.

On November 8, 1988, Federal OSHA announced that OMB had approved these requirements on October 7, 1988. In addition, Federal OSHA announced that it intended to provide a sixty-day start-up period from the date of OMB's approval until December 6, 1988, before it would begin enforcing the newly approved provisions. During the period from November 8 through November 29, the Agency planned to collect additional comments concerning matters raised in an application for an administrative stay of the labeling requirement filed by the Formaldehyde Institute and others. Specifically, Federal OSHA sought comment concerning the appropriateness of the labeling requirement and the feasibility of measuring formaldehyde emissions at 0.1 ppm level, and whether the Agency should undertake additional rulemaking to reconsider the labeling requirement in paragraph (m)(1)(i) through (m)(4)(ii). The comment period was scheduled to close on November 29, 1988.

On November 22, 1988, Federal OSHA extended the start-up date for compliance with the newly approved provisions to December 20, 1988. The extension is necessary to permit judicial consideration of a motion filed by the Formaldehyde Institute on November 10, 1988, seeking a court-ordered stay of the cancer labeling requirements of the standard.

Minnesota OSHA adopted the Occupational Exposure to Formaldehyde Standard on May 30, 1988, with the exception of paragraphs (m)(1)(i) through (m)(4)(ii). By this notice, Minnesota OSHA proposes to adopt the approved requirements as published in the *Federal Register* on November 8, 1988, along with the extended start-up date as published in the *Federal Register* on November 22, 1988. Unless the extended start-up date of December 20, 1988, is further extended by Federal OSHA, the effective date for these provisions will occur prior to the close of the 30-day period allowed for comment on this proposed adoption. Therefore, these provisions will become effective in Minnesota five days after publication of the adoption notice in the *State Register*.

## Minnesota Public Utilities Commission

### Notice of Withdrawal of Permanent Rules Relating to Telephone Inter-Exchange Calling

The rules proposed and published at *State Register*, Volume, 12, Number 30, pages 1534 to 1541, January 25, 1988 (12 S.R. 1534) are withdrawn.

Mary Ellen Hennen  
Executive Secretary

## Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. § 14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. § 14.33 and upon the approval of the Revisor of Statutes as specified in § 14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under § 14.18.

## Charitable Gambling Control Board

### Adopted Emergency Amendments to Permanent Rules Relating to Lease Payments

The rule proposed and published at *State Register*, Volume 13, Number 12, pages 662-663, September 19, 1988 (13 S.R. 662) is adopted as proposed.

## Board of Electricity

### Adopted Permanent Rules Relating to Supervision of Unlicensed Personnel

The rule proposed and published at *State Register*, Volume 13, Number 12, pages 648-649, September 19, 1988 (13 S.R. 648) is adopted as proposed.

## Environmental Quality Board

### Adopted Permanent Rules Relating to Environmental Review Program

The rules proposed and published at *State Register*, Volume 13, Number 9, pages 440-462, August 29, 1988 (13 S.R. 440) are adopted with the following modifications:

#### Rules as Adopted

#### 4410.2000 PROJECTS REQUIRING AN EIS.

Subp. 4. **Connected actions and phased actions.** Multiple projects and multiple stages of a single project that are connected actions or phased actions must be considered in total when determining the need for an EIS and in preparing the EIS.

In connected actions and phased actions where it is not possible to adequately address all the project components or stages at the time of the initial EIS, a supplemental EIS must be completed before approval and construction of each subsequent project component or stage. The supplemental EIS must address the impacts associated with the particular project component or stage that were not addressed in the initial EIS.

For proposed projects such as highways, streets, pipelines, utility lines, or systems where the proposed project is related to a large existing or planned network, for which a governmental unit has determined environmental review is needed, the RGU shall treat the present proposal as the total proposal or select only some of the future elements for present consideration in the threshold determination and EIS. These selections must be logical in relation to the design of the total system or network and must not be made merely to divide a large system into exempted segments.

When review of the total of a project is ~~divided up~~ separated under this subpart, the components or stages addressed in each EIS or supplement must include at least all components or stages for which permits or approvals are being sought from the RGU or other governmental units.

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Adopted Rules

### 4410.3000 SUPPLEMENTING AN EIS.

Subp. 5. **Procedure for preparing a supplement to an EIS.** A supplement to an EIS shall be prepared, circulated, and reviewed according to the procedures in items A to E.

B. The RGU shall adopt and distribute a notice of the preparation of the supplement to the EIS. The notice must contain:

(1) the title of the EIS being supplemented and its approximate date of completion;

(2) a brief description of the situation necessitating the preparation of the supplement, including a description of how the changes in the proposed project or new information may affect the potential significant environmental effects from the project or the availability of prudent and feasible alternatives;

(3) the scope of the supplement including issues to be analyzed, alternatives to be examined, and studies to be undertaken; and

(4) the proposed time schedule for the preparation of the supplement.

The preparation notice must be distributed to all persons who received the final EIS ~~and~~, to all persons on the EAW distribution list under part 4410.1500, and to any person who requested that a supplement be prepared under subpart 4, provided that if more than one person signed a letter or other document requesting a supplement, notice need only be distributed to their representative or to the person whose signature first appears on the document. The EQB shall publish a summary of the preparation notice in the EQB Monitor.

### 4410.3110 ALTERNATIVE URBAN AREAWIDE REVIEW PROCESS.

Subpart 1. **Applicability.** A local unit of government may use the procedures of this part instead of the procedures of parts 4410.1100 to 4410.1700 and 4410.2100 to 4410.3000 to review anticipated residential and commercial development in a particular geographic area within its jurisdiction, if the local unit has adopted a comprehensive plan that includes at least the elements in items A to C. The local unit of government is the RGU for any review conducted under this part.

Subp. 4. **Environmental analysis document; form and content.** ~~The EQB chair shall develop a standard list of content and format for the environmental analysis document to be used for review under this part.~~ The ~~standard~~ content and format must be similar to that of the EAW, but must provide for a level of analysis comparable to that of an EIS for impacts typical of urban residential and commercial development. The ~~standard~~ content and format must provide for a certification by the RGU that the comprehensive plan requirements of subpart 1 are met. ~~The EQB chair shall periodically review the standard content and format and make revisions to improve its utility.~~

### 4410.3600 ALTERNATIVE REVIEW.

Subp. 2. **Exemption.** If the EQB accepts a governmental unit's process as an adequate alternative review procedure, projects reviewed under that alternative review procedure shall be exempt from environmental review under parts 4410.1100 to 4410.1700, and 4410.2100 to 4410.3000 but the EQB retains its authority under part 4410.2800, ~~subpart 4,~~ to determine the adequacy of the environmental documents that substitute for the EIS in the approved process. On approval of the alternative review process, the EQB shall provide for periodic review of the alternative procedure to ensure continuing compliance with the requirements and intent of these environmental review procedures. The EQB shall withdraw its approval of an alternative review procedure if review of the procedure indicates that the procedure no longer fulfills the intent and requirements of the Minnesota Environmental Policy Act and parts 4410.0200 to 4410.6500. A project in the process of undergoing review under an approved alternative process shall not be affected by the EQB's withdrawal of approval.

### 4410.4300 MANDATORY EAW CATEGORIES.

Subp. 17. **Solid waste.** For the type of project listed in items A to F, the PCA is the RGU unless the project will be constructed within the seven-county Twin Cities metropolitan area, in which case the Metropolitan Council is the RGU.

G. For construction or expansion of a mixed municipal solid waste ~~resource~~ energy recovery facility ash landfill receiving ash from an incinerator that burns refuse-derived fuel or mixed municipal solid waste, the PCA is the RGU.

Subp. 34. **Sports or entertainment facilities.** For construction of a new sports or entertainment facility designed for or expected to accommodate a peak attendance of 5,000 or more persons, or the expansion of an existing sports or entertainment facility by this amount, the local governmental unit is the RGU.

### 4410.4400 MANDATORY EIS CATEGORIES.

Subp. 13. **Solid waste.** For the type of projects listed in items A to ~~D~~ E, the PCA is the RGU unless the project will be constructed within the seven-county Twin Cities metropolitan area, in which case the Metropolitan Council is the RGU.

Subp. 23. **Water diversions.** For a diversion of waters of the state to an ultimate location outside the state in an amount equal to or greater than 2,000,000 gallons per day, expressed as a daily average over any 30-day period, the ~~Department of Natural Resources~~ DNR is the RGU.

**Department of Human Services****Adopted Permanent Rules Relating to Case Management Services for Persons with Serious and Persistent Mental Illness**

The rules proposed and published at *State Register*, Volume 13, Number 5, pages 215-229, August 1, 1988 (13 S.R. 215) are adopted with the following modifications:

**Rule as Adopted****9505.0175 DEFINITIONS.**

Subp. 2. to ~~§ 27~~. [Unchanged.]

Subp. 28. **Mental health professional.** "Mental health professional" means a person qualified under part 9520.0760, subpart 18 to provide clinical services in the treatment of mental illness has the meaning given it in part 9505.0477, subpart 17.

~~Subp. 29. to 50.~~ [Unchanged.]

**9505.0476 SCOPE AND AVAILABILITY.**

Subpart 1. **Scope.** Parts 9505.0476 to 9505.0491 establish standards and procedures for providing case management services to persons with serious and persistent mental illness, as authorized by Minnesota Statutes, sections 245.461 to 245.486 and 256B.02, subdivision 8t. Parts 9505.0476 to 9505.0491 are intended to be in compliance with and, therefore, must be read in conjunction with title XIX of the Social Security Act; Code of Federal Regulations, title 42, sections 430 to 456 as amended through October 1, 1987; Minnesota Statutes, sections 245.461 to 245.486, 245.64, 256E.09, and Minnesota Statutes, chapters 256B and 256G; and parts 9505.1750 to 9505.2150.

Subp. 2. **Availability.** Case management services are available to all medical assistance recipients with serious and persistent mental illness and to other persons with serious and persistent mental illness within the limits of appropriations as specified in Minnesota Statutes, section 245.486, except as provided under part 9505.0479. Additionally, case management services to recipients who have serious and persistent mental illness are to be provided according to Minnesota Statutes, section 245.464. In making case management services available to persons with serious and persistent mental illness who are not recipients of medical assistance, a local agency shall evaluate use all possible available funding sources. Examples of possible funding sources are grants to counties for services to ~~chronically mentally ill~~ persons with serious and persistent mental illness under Minnesota Statutes, section 256E.12, funds made available to counties for community social services under Minnesota Statutes, sections 256E.06 and 256E.07, money distributed to counties for permanency planning for children under Minnesota Statutes, sections 256F01 to 256F07, and title XX allocations under Minnesota Statutes, section 256E.07.

**9505.0477 DEFINITIONS.**

Subp. 4. **Case management services.** "Case management services" means services specified in Minnesota Statutes, section 245.462, subdivision 4 ~~3~~, and part 9505.0485 that help persons with serious and persistent mental illness gain access to needed medical, social, educational, financial, and other services necessary to meet their mental health needs and that coordinate and monitor the delivery of these services.

Subp. 7. **Clinical supervision.** "Clinical supervision" means the responsibility of a mental health professional employed by or under contract with the case management provider to oversee the client-related activities of a case manager as specified in Minnesota Statutes, section 245.462, subdivision 25, and part 9505.0484, subpart 2.

Subp. 8. **Commissioner.** "~~Commissioner~~" means the commissioner of the Minnesota Department of Human Services or the commissioner's designated representative.

~~Subp. 9. Community support services program.~~ "Community support services program" means the services specified in Minnesota Statutes, section 245.462, subdivision 6.

~~Subp. 10. 9. County of financial responsibility.~~ "County of financial responsibility" has the meaning given in Minnesota Statutes, section 256G.02, subdivision 4.

~~Subp. 11. Department.~~ "Department" means the Minnesota Department of Human Services.

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Adopted Rules

---

Subp. ~~12-~~ 10. Diagnostic assessment. "Diagnostic assessment" means a written evaluation by a mental health professional of a person's:

Subp. ~~13-~~ 11. Emergency services. "Emergency services" means an immediate response service available on a 24-hour, seven-day-a-week basis as required under Minnesota Statutes, section 245.469, for persons having a psychiatric crisis or emergency.

Subp. ~~14-~~ 12. Functional assessment. "Functional assessment" means an evaluation by the case manager of the client's:

J. current living conditions and housing needs; and

Subp. ~~15-~~ 13. Individual community support plan. "Individual community support plan" means a written plan developed by a case manager together with the client ~~which~~ that is based on a diagnostic assessment and the client's needs and that is coordinated with the client's individual treatment plan or plans as defined in subpart 14. The plan identifies the specific services to be provided that are appropriate to the age of the person with serious and persistent mental illness and that the person needs to develop independence or improved functioning in daily living, health and medication management, social functioning, interpersonal relationships including family relationships, financial management, housing, transportation, employment, and education. A child's individual community support plan also identifies activities related to involving the child's family or primary caregiver in the specific services to be provided including, as appropriate, services specified in Minnesota Statutes, sections 256F07, subdivision 3, and 257.071, subdivision 1.

Subp. ~~16-~~ 14. Individual treatment plan. "Individual treatment plan" means a written plan of intervention, treatment, and services for a person with mental illness that is developed by the client and a mental health professional which is based on a diagnostic assessment and the client's needs. The plan identifies goals and objectives of treatment, treatment strategy, a schedule for accomplishing treatment goals and objectives, and the individual or individuals responsible for providing treatment to the person with serious and persistent mental illness. A child's individual treatment plan also identifies activities related to involving the child's family or primary caregiver in the treatment of the child and, if the child is placed or being considered for placement outside the home, includes the individual placement plan as required under Minnesota Statutes, section 257.071, subdivision 1.

Subp. ~~17-~~ 15. Inpatient hospital. Notwithstanding the definition in part 9505.0175, subpart 16, "inpatient hospital" means an acute care institution defined in Minnesota Statutes, section 144.696, subdivision 3, and licensed under Minnesota Statutes, sections 144.50 to 144.58.

Subp. ~~18-~~ 16. Legal representative. "Legal representative" means a court-authorized guardian of a child with serious and persistent mental illness, or a guardian or conservator authorized by the court to make decisions about services for a person with serious and persistent mental illness.

Subp. ~~19-~~ Licensed consulting psychologist. "Licensed consulting psychologist" means a person licensed to provide mental health services under Minnesota Statutes, section 148.91, subdivision 4.

Subp. ~~20-~~ Licensed psychologist. "Licensed psychologist" means a person licensed to provide mental health services under Minnesota Statutes, section 148.91, subdivision 5.

Subp. ~~21-~~ Local agency. "Local agency" means a county or multicounty agency that is authorized under Minnesota Statutes, sections 393.01, subdivision 7, and 393.07, subdivision 2, as the agency responsible for determining eligibility for medical assistance and as the agency responsible for administering a program of social services to children under Minnesota Statutes, section 393.07, subdivision 1, paragraph (a).

Subp. ~~22-~~ Medical assistance. "Medical assistance" means the program established under title XIX of the Social Security Act and Minnesota Statutes, chapter 256B.

Subp. ~~23-~~ 17. Mental health professional. "Mental health professional" means a person who provides clinical services in the treatment of mental illness and who, at a minimum, is qualified as specified in at least one of the following: ways specified in Minnesota Statutes, section 245.462, subdivision 18, clauses (1) to (5).

A. in psychiatric nursing: a registered nurse with a master's degree in one of the behavioral sciences or related fields from an accredited college or university or its equivalent, who is licensed under Minnesota Statutes, sections 148.171 to 148.285, with at least 4,000 hours of post-master's supervised experience in the delivery of clinical services in the treatment of mental illness;

B. in clinical social work: a person licensed as an independent clinical social worker under Minnesota Statutes, section 148B.21, subdivision 6; or a person with a master's degree in social work from an accredited college or university, with at least 4,000 hours of post-master's supervised experience in the delivery of clinical services in the treatment of mental illness;

C. in psychology: a psychologist licensed under Minnesota Statutes, sections 148.88 to 148.98, who has stated to the board of psychology competencies in the diagnosis and treatment of mental illness;

D. in psychiatry: a physician licensed under Minnesota Statutes, chapter 147, and certified by the American Board of Psychiatry and Neurology or eligible for board certification in psychiatry; or

~~E. in allied fields: a person with a master's degree from an accredited college or university in one of the behavioral sciences or related fields, with at least 4,000 hours of post-master's supervised experience in the delivery of clinical services in the treatment of mental illness.~~ After August 1, 1989, persons in allied fields as specified in Minnesota Statutes, section 245.462, subdivision 18, clause (5), shall be required to file their credentials as required by Minnesota Statutes, section 148B.42, subdivision 1.

Subp. ~~24-~~ 18. **Mental health provider.** "Mental health provider" means an individual, agency, or facility that provides mental health services, other than case management services, to a client.

Subp. ~~25-~~ 19. **Mental health services.** "Mental health services" means the services provided to persons with mental illness that are described in Minnesota Statutes, section 245.466, subdivision 2.

Subp. ~~26-~~ 20. **Mental illness.** "Mental illness" means an organic disorder of the brain or a clinically significant disorder of thought, mood, perception, orientation, memory, or behavior that is listed in the clinical manual of the International Classification of Diseases (ICD-9-CM), current edition, code range 290.0 to 302.99 or 306.0 to 316.0 or the corresponding code in the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders (DSM-III-R), current edition, Axes I, II, or III, and that seriously limits a person's capacity to function in primary aspects of daily living such as personal relations, living arrangements, work, and recreation. The ICD-9-CM and DSM-III-R are incorporated by reference. The International Classification of Diseases — Clinical Modification is published by the Commission of Professional and Hospital Activities, Green Road, Ann Arbor, Michigan 48105. The Diagnostic and Statistical Manual of Mental Disorders is published by The American Psychiatric Association, 1700 18th Street N.W., Washington, D.C. 20009. The ICD-9-CM and the DSM-III-R are available through the Minitex Interlibrary loan system and are subject to frequent change.

Subp. ~~27-~~ 21. **Outpatient services.** "Outpatient services" means the services specified in Minnesota Statutes, section 245.462, subdivision 21.

Subp. ~~28-~~ 22. **Parent.** "Parent" means the birth or adoptive mother or father of a child. This definition does not apply to a person whose parental rights have been terminated in relation to the child.

Subp. ~~29-~~ 23. **Primary caregiver.** "Primary caregiver" means a foster parent ~~or~~ a relative who is not the child's parent, or other person who has primary responsibility for providing the child food, clothing, shelter, supervision, and nurture and with whom the child resides.

Subp. ~~30-~~ **Psychiatrist.** ~~"Psychiatrist" means a physician who can provide written documentation of having successfully completed a postgraduate psychiatry program of at least three years' duration that is accredited by the American Board of Psychiatry and Neurology.~~

Subp. ~~31-~~ **Physician.** ~~"Physician" means a person who is licensed to provide health services within the scope of his or her profession under Minnesota Statutes, chapter 147.~~

Subp. ~~32-~~ **Prior authorization.** ~~"Prior authorization" means the procedures required in parts 9505.5010 to 9505.5030.~~

Subp. ~~33-~~ **Recipient.** ~~"Recipient" means a person who has been determined by the local agency to be currently eligible for medical assistance under parts 9505.0010 to 9505.0150.~~

Subp. ~~34-~~ 24. **Regional treatment center.** "Regional treatment center" means a regional center as defined in Minnesota Statutes, sections 253B.02, subdivision 18, and 254.05.

Subp. ~~35-~~ 25. **Residential treatment.** "Residential treatment" refers to a treatment program and 24-hour-a-day supervision of a person in a community residential setting other than an inpatient hospital or regional treatment center. Both the treatment program and the person are clinically supervised by a mental health professional.

Subp. ~~36-~~ 26. **Residential treatment facility.** "Residential treatment facility" means a facility in the community that provides residential treatment and is licensed as a residential treatment facility under parts 9520.0500 to 9520.0690 for adults with mental illness, or parts 9545.0900 to 9545.1090 for children who are emotionally disturbed.

Subp. ~~37-~~ 27. **Serious and persistent mental illness.** "Serious and persistent mental illness" means the condition of an adult or child who has a mental illness and meets at least one of the following criteria:

D. the person ~~has been committed~~ is currently under commitment by a court as a mentally ill person under Minnesota Statutes, chapter 253B, or the person's commitment ~~has been stayed or continued~~ is under a stay or continuance for reasons related to the person's mental illness.

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Adopted Rules

Subp. ~~38~~ 28. **Service provider.** "Service provider" means an individual or agency that provides services to a client, other than mental health services or case management services.

Subp. ~~39~~ 29. **Third party payer.** "Third party payer" means a person, entity, agency, or government program, other than Medicare or medical assistance, that has a probable obligation to pay all or part of the costs of a person's health services.

Subp. ~~40~~ 30. **Waiver.** "Waiver" means an approval given by the United States Department of Health and Human Services that allows the state to pay for home and community-based services authorized under Code of Federal Regulations, title 42, section 441, subpart G, for a particular group of recipients. The term applies to all amendments to the waiver including any amendments made after the effective date of parts 9505.2390 to 9505.2500, as approved by the United States Department of Health and Human Services.

### 9505.0478 REFERRAL FOR CASE MANAGEMENT SERVICES.

Consistent with the Minnesota Governmental Data Practices Act, and Minnesota Statutes, section 245.467, subdivisions 4 and 6, a physician ~~or~~ a mental health provider, ~~with the written consent of the person referred;~~ or a family member, a social worker ~~employed by or under contract with a local agency, a legal representative, or other interested person;~~ ~~with or without the consent of the person referred;~~ may give the name and address of a person believed to have serious and persistent mental illness to the local agency and request case management services for the person. A person who may have serious and persistent mental illness may directly request case management services from the local agency.

### 9505.0479 EXEMPTION FOR PERSONS RECEIVING WAIVERED SERVICES COORDINATION OF CASE MANAGEMENT SERVICES WITH OTHER PROGRAMS.

Subpart 1. Persons receiving services through the Veterans Administration. Persons with serious and persistent mental illness who are receiving case management services through the Veterans Administration ~~or as part of~~ are not eligible for case management services while they are receiving case management through the Veterans Administration.

Subp. 2. Persons receiving home and community based services. Persons receiving home and community based services authorized under a waiver are not eligible for case management services under parts 9505.0476 to 9505.0491 while they are receiving the waived services. For purposes of this ~~part~~ subpart, "home and community based services authorized under a waiver" refers to services furnished under a waiver obtained by the state from the United States Department of Health and Human Services as specified in Code of Federal Regulations, title 42, sections 440.180 and 441.300 to 441.310.

Subp. 3. Persons with dual diagnoses. Except as provided in subpart 2, if a person has the diagnosis of mental retardation or a related condition and the diagnosis of serious and persistent mental illness, the county shall assign the person a case manager for services to persons with mental retardation according to parts 9525.0015 to 9525.0165 and shall notify the person of the right to receive case management services for persons with serious and persistent mental illness according to parts 9505.0476 to 9505.0491. If the person or the person's representative chooses case management services for persons with serious and persistent mental illness, the case manager assigned under parts 9525.0015 to 9525.0165 and the case manager chosen under parts 9505.0476 to 9505.0491 shall work together as a team to ensure that the person receives the services required under parts 9525.0015 to 9525.0165 and 9505.0476 to 9505.0491. The case manager responsible for the person's individual community support plan under parts 9505.0476 to 9505.0491 shall:

A. coordinate the team's work;

B. be responsible for developing one service plan that satisfies the requirements of parts 9505.0476 to 9505.0491 and 9525.0015 to 9525.0165;

C. arrange with the case manager assigned under parts 9525.0015 to 9525.0165 the consultations necessary for a determination of the person's needs and a review of the person's case records, diagnoses, and service needs;

D. coordinate meetings required under parts 9505.0476 to 9505.0491 and 9525.0015 to 9525.0165 to encourage the participation of the person, the person's family, the person's legal representative or advocate as defined in part 9525.0015, subpart 3, if any, and other affected individuals; and

E. assure that the required meetings and actions take place according to the time interval specified for the meeting or action under parts 9505.0476 to 9505.0491 or 9525.0015 to 9525.0165, whichever is shorter.

Subp. 4. Person enrolled in medical assistance demonstration project. For purposes of parts 9505.0476 to 9505.0491, a person with serious and persistent mental illness who is enrolled by a demonstration provider under the medical assistance demonstration project established under Minnesota Statutes, section 256B.69, is eligible for case management services as specified in parts 9505.0476 to 9505.0491 on a fee-for-service basis from a provider other than the demonstration provider.

Subp. 5. Person assessed as chemically dependent under part 9530.6620. A person who has been assessed as chemically dependent under part 9530.6620 and who is also determined to have serious and persistent mental illness is eligible to receive case management services under parts 9505.0476 to 9505.0491.

The case manager assigned under parts 9505.0476 to 9505.0491 must coordinate the person's case management services with any similar services the person is receiving from other sources.

#### **9505.0480 LOCAL AGENCY RESPONSIBILITIES.**

Subpart 1. **Local agency responsibility; general requirement.** The local agency must make case management services available under parts 9505.0476 to 9505.0491 either directly or under a contract with a case management provider. The services must be provided to recipients who request them and, within the limitations of Minnesota Statutes, section 245.486, to persons other than recipients. The recipients and persons other than recipients must have been determined by a mental health professional to have serious and persistent mental illness or must have been determined by the local agency to meet the requirements in part 9505.0477, subpart ~~37~~ 27, item A, B, or D. As required by Minnesota Statutes, section 245.464, subdivision 2, the local agency must develop mental health services for all persons with serious and persistent mental illness to the extent of the county's available resources. The first source of payment for case management services to a person with serious and persistent mental illness shall be Medicare or a third party payer wherever possible.

Subp. 2. **Notice of availability.** Within five working days after receiving a request or referral for case management services, the local agency must mail a written notice of the availability of case management services to the last known address of the person for whom case management services ~~have been~~ were requested; and a ~~copy of the notice~~ to the person who made the request or referral. If the person for whom case management services have been requested is a child, notice must be mailed to the child and, except as provided in subpart 5, to the child's parents, legal representative, or primary caregiver or, in the case of divorced parents having joint custody, the notice must be sent to the parent with whom the child resides. The local agency must document in a child's case record why a notice is not sent to a child's parents, legal representative, or primary caregiver. The notice must be on a form supplied by the commissioner, explain that the person may be eligible for case management services, and list the names and telephone numbers of the case management providers in the county. The notice also must state that the person has the right to a diagnostic assessment to determine eligibility for case management services and may contact the local agency ~~or the case management provider~~ during business hours for assistance in arranging for a diagnostic assessment by a mental health professional.

Subp. 5. **Notice to child's parent, legal representative, or primary caregiver.** When notice to a parent, legal representative, or primary caregiver with whom the child is living is required under parts 9505.0476 to 9505.0491, the local agency or case manager responsible for giving notice shall notify that person unless item A or B applies.

A. The parent, legal representative, or primary caregiver with whom the child is living is hindering or impeding the child's access to mental health services ~~and~~ or the child:

Subp. 7. **Determination of eligibility for case management services.** When a person requests or is referred for case management services, consents to be assessed for eligibility for the services, and authorizes a release of information, the local agency must determine whether the person meets a requirement of part 9505.0477, subpart ~~37~~ 27, item A, B, or D, or must offer to help the person arrange a diagnostic assessment by a mental health professional, unless one has already been completed within 90 days before the request or referral.

Subp. 10. **Local agency responsibility; continuity of care.** A local agency must ensure, either directly or in its contract with a case management ~~service~~ provider, that the same case manager is continuously available to a client unless:

C. the case manager is unable to provide effective case management services to the client and requests a change of assignment.

When there is a change of case manager, steps must be taken to ensure a smooth transition. The steps include a transfer of client records to the new case manager and a formal meeting of providers, the client, and in the case of a child the child's parent, legal representative, or primary caregiver, and both case managers, to discuss the client's case management services.

Subp. 11. **Local agency responsibility; referral to mental health and other service providers.** If a person with serious and persistent mental illness who is referred to a local agency for case management services refuses case management services or if a person referred to a local agency is determined to have a mental illness but not to have serious and persistent mental illness, the local agency shall offer to refer the person to a mental health provider or other service provider appropriate to the ~~client's~~ person's needs and, at the ~~client's~~ person's request, shall assist the person in making an appointment with the provider of the person's choice.

#### **9505.0482 AUTHORIZATION TO RELEASE INFORMATION AND CONTACT PERSON'S FAMILY.**

Subpart 1. Authorization to release information. When a local agency, a case manager, or mental health professional asks a person requesting case management services to sign forms needed to gain access to information necessary to provide case management

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. **Strike outs** indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. **Strike outs** indicate deletions from proposed rule language.

## Adopted Rules

services or to share information with providers involved in providing services to the client, the information described in items A to H must be on the form above the person's signature. A separate form must be completed and signed for each authorization of access to a record related to the person's mental health status. The period of authorization must not exceed one year.

The form must contain:

Subp. 2. Authorization to contact person's family. When parts 9505.0476 to 9505.0491 require a local agency, case manager, or mental health professional to contact the family of a person who has or may have a serious or persistent mental illness to obtain information related to the provision of the person's case management services, the local agency, case manager, or mental health professional shall ask the person to sign forms authorizing contact with the person's family. The information in items A to H must be on the form above the person's signature. A separate form must be completed and signed for each family member to whom access is authorized. The period of authorization must not exceed one year for each family member. If the person does not sign the form authorizing contact with a family member, the local agency, case manager, or mental health professional may not contact the family member and shall note the person's refusal to sign in the person's case record.

The form must contain:

A. the person's name;

B. the date;

C. the specific nature of the information being sought in the contact;

D. the name of the family member with whom contact is being authorized;

E. the name of the person or persons who are authorized to contact the family member;

F. a description of the information's use during case management services to determine eligibility for and provision of case management services;

G. the date the authorization expires; and

H. a statement that the person may revoke the authorization at any time.

### **9505.0483 DIAGNOSTIC ASSESSMENT.**

Subpart 1. Acceptance of diagnostic assessment required. A mental health professional must review and bring up to date a diagnostic assessment that can be used for determining a person's eligibility for case management services under parts 9505.0476 to 9505.0491 or in developing a client's individual community support plan must meet the requirements in items A to C and must contain the contents required in subpart 4.

A. A diagnostic assessment that was completed within 90 days before the person requested or was referred for case management services must be reviewed and brought up to date by a mental health professional if the person agrees to receive case management services.

B. If the person has not had a diagnostic assessment within 90 days before requesting or being referred for case management services, the mental health professional shall complete a new diagnostic assessment must be obtained. The mental health professional must complete the new diagnostic assessment or review and bring up to date the diagnostic assessment that was completed within the 90 days before the person requested or was referred for services within ten working days of the appointment made under part 9505.0480, subpart 8, unless the person fails to keep the appointment.

C. The diagnostic assessment must result in a determination of whether the person has serious and persistent mental illness. In the case of a diagnostic assessment of a child, the mental health professional shall involve the child's parents or primary caregiver to the extent necessary and appropriate to complete the diagnostic assessment.

Subp. 2. Report of findings Assistance in obtaining a required diagnostic assessment. When the mental health professional has completed the diagnostic assessment, the mental health professional shall request the person to authorize release of the information contained in the diagnostic assessment to those persons in the local agency who have a responsibility for providing case management services to persons with serious and persistent mental illness and If the person has not had a diagnostic assessment that meets the requirements of this part, a local agency or case manager, as appropriate, shall assist the person to obtain a diagnostic assessment required under subpart 1 by taking the following actions:

A. offer to assist the person to make an appointment for having the diagnostic assessment no later than ten days after receiving the request or referral for case management services;

B. request the mental health professional chosen by the person to complete the diagnostic assessment within ten days after the mental health professional has conducted the diagnostic assessment;

C. inform the mental health professional of the criteria that the diagnostic assessment must meet under parts 9505.0476 to 9505.0491;

D. request the mental health professional to provide a report of the findings when the mental health professional has completed the diagnostic assessment;

E. explain that the information can only be released with the client's consent and that authorizing release of information about the diagnostic assessment is necessary to receive case management services. The mental health professional shall document compliance with Minnesota Statutes, section 245.467, subdivision 4, and part 9505.0482;

F. inform the mental health professional that the client's authorization to release information must comply with the requirements of part 9505.0482, subpart 1; and

G. inform the mental health professional that the diagnostic assessment including identification of the client's needs must be completed no later than the second meeting between the person and the mental health professional conducting the diagnostic assessment.

Subp. 3. **Eligibility for medical assistance payment to provide a diagnostic assessment.** To be eligible for medical assistance payment, a person's A diagnostic assessment required for parts 9505.0476 to 9505.0491 shall be conducted by the providers in items A and B.

A. In the case of a recipient, a recipient's diagnostic assessment completed before September 1, 1990, must be conducted by a mental health professional who is a provider and who is a psychiatrist, licensed consulting psychologist, or licensed psychologist, or conducted by a mental health professional who is under the clinical supervision of a provider who is a psychiatrist, a physician who is not a psychiatrist, or a licensed consulting psychologist. Beginning September 1, 1990, a person's diagnostic assessment must be conducted by a mental health professional who is a provider. The diagnostic assessment must be documented in the client's record-

B. In the case of a person who is not a recipient, the person's diagnostic assessment must be conducted by a mental health professional as defined in Minnesota Statutes, section 245.462, subdivision 18.

Subp. 4. **Medical assistance payment limitations applicable to Required contents of diagnostic assessments.** Medical assistance payment for a diagnostic assessment of a recipient who might be seriously and persistently mentally ill shall be limited to no more than four diagnostic assessments per recipient per calendar year. Notwithstanding other provisions of this part, a provider may receive medical assistance reimbursement for only one diagnostic assessment per year per recipient unless the recipient's mental health status has changed markedly since the recipient's previous diagnostic assessment and at least 90 days have elapsed since the recipient's previous diagnostic assessment. This limit applies whether all components of the diagnostic assessment are carried out by one mental health professional, by more than one mental health professional, or in a multiple provider setting. Examples of a multiple provider setting are an outpatient hospital, a professional association, and a community mental health center under part 9505.0255. A diagnostic assessment carried out by a mental health professional in a multiple provider setting must be available to other mental health professionals or other providers in the same setting who provide services to the same recipient. Additional diagnostic assessments of the recipient in the same multiple provider setting shall not be eligible for medical assistance payment unless the additional diagnostic assessments are medically necessary. No medical assistance payment shall be made for a recipient's diagnostic assessment performed on a day during which a recipient participates in a psychotherapy session unless the psychotherapy session is necessary because of an emergency. For purposes of parts 9505.0476 to 9505.0491, a diagnostic assessment must meet the criteria in items A to D. Additionally, the diagnostic assessment must show that the mental health professional conducting the diagnostic assessment shall consider considered the recipient's person's need for referral for psychological testing, a neurological examination, a physical examination, and a chemical dependency assessment as specified in part 9530.6615. A neurological examination and, psychological testing, physical examination, and diagnostic assessment of a recipient are eligible for medical assistance payment billed as separate procedures. To receive medical assistance payment, a diagnostic assessment also must comply with the requirements in items A to G-

A. The diagnostic assessment must address the components in part 9505.0477, subpart 4 ~~2~~ 10.

B. The diagnostic assessment must include a face-to-face interview, a mental status examination, and a review of pertinent records, and contact with the client's family or the child's primary caregiver. For purposes of this item, "mental status examination" means the description of the client's appearance, general behavior, motor activity, speech, alertness, mood, cognitive functioning, and attitude toward his or her symptoms.

C. The diagnostic assessment must be completed no later than the end of the second meeting between the recipient and the mental health professional providing the psychotherapy include contact with the child's parent, legal representative, or primary

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. **Strike outs** indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. **Strike outs** indicate deletions from proposed rule language.

## Adopted Rules

---

---

caregiver if appropriate under part 9505.0480, subpart 5, and to the extent necessary and reasonable to complete the diagnostic assessment; or contact with the client's family, if clinically appropriate and to the extent authorized by the client under part 9505.0482, subpart 2. The report of the diagnostic assessment must document the inclusion of the child's parent, legal representative, or primary caregiver, or the client's family or, if applicable, the reason why they were not included.

D. The diagnostic assessment must ~~result in an~~ identify the needs that must be addressed in the individual treatment plan if the client is determined to be mentally ill.

E. ~~The results of the diagnostic assessment must be documented in the recipient's record-~~

F. ~~Before September 1, 1990, the diagnostic assessment must be conducted by a provider who is a psychiatrist, a licensed consulting psychologist, or licensed psychologist, or conducted by a vendor who is a mental health professional, is not a provider, and is under the clinical supervision of a provider who is a psychiatrist, a physician who is not a psychiatrist, or a licensed consulting psychologist. The diagnosis resulting from the assessment must be made by, or reviewed, approved, and signed by, the provider-~~

G. ~~Beginning September 1, 1990, the diagnostic assessment must be conducted by a provider who is a mental health professional-~~

### 9505.0484 CASE MANAGER QUALIFICATIONS AND TRAINING.

Subp. 2. **Supervision of case manager.** Case managers with a bachelor's degree but without 2,000 hours of supervised experience in the delivery of services to persons with mental illness must complete 40 hours of training approved by the department in case management skills and in the characteristics and needs of persons with serious and persistent mental illness. Training in case management skills includes training in the delivery of services to persons with mental illness, the process of identifying and assessing a wide range of client needs, and the use of local community resources for a client's benefit. They must also receive clinical supervision regarding the provision of case management services from a mental health professional at least once a week including a face-to-face meeting of the case manager and the manager's clinical supervisor at least once a month until the requirement of 2,000 hours of supervised experience is met. Case managers who have at least 2,000 hours of supervised experience in the delivery of services to persons with mental illness shall meet in person with a mental health professional at least once a month to obtain clinical supervision of the case manager's activities. The dates and ~~content of~~ subjects discussed during the clinical supervision meetings must be documented in the client's record.

Subp. 3. **Continuing education Training requirement.** A case manager must complete 30 hours of continuing education training every two years. The continuing education training must consist of inservice training or courses in areas related to mental health services such as mental health treatment, rehabilitation, prevention of mental illness, case management, licensing standards applicable to mental health services for persons with serious and persistent mental illness, child development, family relationships, and special needs of specific client populations or children. ~~Inservice~~ Training or courses must be approved by the case management provider.

### 9505.0485 CASE MANAGER RESPONSIBILITIES.

Subpart 1. **Development of client's individual community support plan.** Within 30 days after the first meeting with a client, the case manager together with the client and, in the case of a child, except as provided in part 9505.0480, subpart 5, items A and B, the child's parent, legal representative, or primary caregiver, shall complete a written functional assessment ~~in order to~~ and develop a written individual community support plan with the client based on the client's diagnostic assessment and needs. A review of the plan and the client's needs shall be completed at least every 90 days after the development of the first plan. A review of the functional assessment is to be completed at each review of the individual community support plan. To the extent possible and with the client's consent, the client, the client's family, physician, mental health providers, service providers, and other interested persons shall be involved in the development and implementation of the individual community support plan.

Subp. 2. **Contents of individual community support plan.** The individual community support plan must incorporate by specific reference the client's individual treatment plans, as they are developed; ~~and~~ The client's individual treatment plans must be attached to the individual community support plan, which must be on a form supplied by the commissioner. The case manager shall ask the client to sign the completed individual community support plan as evidence that the case manager and the client have mutually agreed to the plan. The case manager must document a client's refusal to sign a completed individual community support plan. The individual community support plan must include at least the following information:

Subp. 3. **Referral, coordination, and monitoring.** The case manager shall refer the client to appropriate mental health or other service providers and offer to help the client gain access to needed services. In referring the client to appropriate mental health providers, the case manager shall also consider the client's need for referral for a neurological examination, psychological testing, and a chemical dependency assessment as specified in part 9530.6615. The case manager shall coordinate the provision of services to the client and monitor the client's progress to determine whether the goals of the individual community support plan are being met or progress toward the goals is taking place. If the case manager determines the goals, or progress toward the goals is not being met, the case manager together with the client shall modify the client's individual community support plan. The determination shall

be made through regularly scheduled meetings and discussions with the client, the client's service providers, mental health providers, and the client's parents or legal representative if the client is a child. The coordination must include regularly scheduled meetings or contact with ~~members of a multidisciplinary team comprised of~~ the client, the client's providers, and the case manager. If the client has coverage through a third party payer, the case manager shall help the client obtain payment for covered services. The case manager shall meet face to face with the client at least once every 30 days, unless the client receives case management services under subpart 6, refuses further case management services, or case management services are terminated as provided in part 9505.0489. In meeting with the client to carry out the purposes of this subpart, the case manager shall meet with the client at places other than the case manager's office building as necessary or appropriate to the client's need.

Subp. 5. **Records.** The case manager shall keep written records of the case manager's contacts with the client and other persons about the client's case. The case manager management provider must retain the records for five years after the case manager's last contact with a client. The records must document:

C. each face-to-face contact with a client's mental health or other service providers, a client's family, primary caregiver, legal representative, or other interested persons or, if applicable, the reason the client's family members, primary caregiver, or legal representative was not contacted;

Subp. 10. **Case manager's provision of other mental health services.** A case manager shall not provide mental health services or other health services such as psychotherapy, day treatment services, residential treatment, medication management as specified in part 9505.0345, subpart 5, or independent living skills training to any client for whom the case manager is providing case management services.

A case manager may ~~provide outreach services for~~ attempt to contact a potential case management client; ~~but these services.~~ However, these attempts do not qualify as case management services eligible for medical assistance payment under parts 9505.0476 to 9505.0491. The local agency may apply to the commissioner for a variance from this subpart. The commissioner may grant the variance if the local agency demonstrates that:

- A- ~~separating case management services and other services would result in an undue hardship for the local agency; and~~
- B- ~~an alternative method of preventing any conflict of interest has been established.~~

The variance shall be for a period no longer than a year but may be renewed by the commissioner at the local agency's request if the local agency continues to meet the criteria in items A and B.

#### **9505.0488 CLIENTS' RIGHTS AND RESPONSIBILITIES.**

In addition to the rights under Minnesota Statutes, section 144.651, clients receiving case management services have the following rights and responsibilities:

C. the right to request a change of case managers, and if the case management provider denies the client's request, the case management provider must document the reason for the denial in the client's case record;

E. ~~the right to confidentiality rights~~ under the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13; and

#### **9505.0490 APPEALS.**

Subpart 1. **Right to appeal.** ~~An applicant or recipient of~~ A person who applies for or receives case management services has the right to a fair hearing under Minnesota Statutes, section 256.045, as specified in subpart 3 in regard to termination, denial, suspension of payment for case management services, or a request or referral for case management services that is not acted upon within five days. ~~It is~~ A county of financial responsibility has an absolute defense to an appeal under this part if it proves by a preponderance of the evidence that the county of financial responsibility it has no more resources available with which to avoid a denial, reduction, suspension, or termination of case management services to the ~~applicant or recipient~~ person who applies for or receives case management services. The appeal rights of ~~an applicant or recipient of a person who applies for or receives~~ case management services under parts 9505.0476 to 9505.0491, regardless of funding sources, are limited to those specified in this subpart.

Subp. 3. **General information about appeal rights.** At the time of the request for case management services and ~~each time the individual community support plan is reviewed~~ at any annual review of the individual community support plan that occurs, the case manager shall give the person, the person's legal representative, and, if the person is a child, the child's parent or primary caregiver, a written explanation of the person's right to appeal.

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Adopted Rules

---

### 9505.0491 MEDICAL ASSISTANCE PAYMENT FOR CASE MANAGEMENT SERVICES.

Subpart 1. **Definitions.** For purposes of this part, the following terms have the meanings given them.

E. development, review, and revision of the client's individual community support plan, including the case manager's functional assessment of the client; and

Subp. 3. **Limitation on payments for services.** Payment for case management services shall be limited according to items A and B.

A. Payment for case management services is limited to no more than six hours per client per month, exclusive of travel, except under the conditions specified in item B. The payment may be for any combination of the services specified in subpart 2, except that payment for telephone contact between a case manager, the client, the client's legal representative, the client's family or primary caregiver, mental health providers, and other service providers, or other interested persons is limited to no more than two hours per client per month.

B. If the client is at risk of hospitalization, losing a job or place to live, or in danger of harming self or others because of the client's mental illness, the payment limitation on case management services to the client shall be ten hours per month, exclusive of travel. The payment limitation on telephone contact in item A shall apply to this item. In this instance, the case manager must document the factor or factors placing the client at risk.

Subp. 7. **Statewide payment amount for case management services.** For the calendar year beginning January 1, 1989, the commissioner shall determine the statewide medical assistance hourly payment amount for case management service provided to a recipient as specified in items A to C. The amount of the payment is the result obtained in item C.

A. Determine the highest hourly salary of a social worker at the fifth seventh step of the entry level approved by a Minnesota County Board of Commissioners by May + August 2, 1988, for a person employed as an entry level social worker for calendar year 1988.

## Department of Human Services

### Adopted Permanent Rules Relating to Maintenance Payments and Difficulty of Care Payments for Children in Foster Care

The rule proposed and published at *State Register*, Volume 13, Number 13, pages 731-737, September 26, 1988 (13 S.R. 731) is adopted with the following modifications:

#### Rules as Adopted

EFFECTIVE DATE. Parts 9560.0651 to 9560.0656 and the amendments to part 9560.0650, are effective ~~December 25, 1988~~ January 1, 1989.

## Department of Human Services

### Adopted Permanent Rules Relating to Revisor Instructions on the Human Services Licensing Act

The rule proposed and published at *State Register*, Volume 13, Number 15, pages 911-912, October 10, 1988 (13 S.R. 911) is adopted as proposed.

## Department of Public Safety

### Adopted Permanent Rules Relating to School Bus Driver Endorsement.

The rules proposed and published at *State Register*, Volume 13, Number 13, pages 739-742, September 26, 1988 (13 S.R. 739) are adopted as proposed.

# Official Notices

Pursuant to the provisions of Minnesota Statutes § 14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

## Department of Commerce

### Notice of Activation of the Minnesota Joint Underwriting Association to Insure Specified Classes of Business and Public Hearing

NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes*, section 621.21, the Minnesota Joint Underwriting Association (MJUA) and the Market Assistance Plan (MAP) are activated to provide assistance to the following classes of business unable to obtain insurance from private insurers:

- Home Buyers Inspectors
- Upholsterer
- Asbestos Abatement Contractors
- Resorts
- Nonprofit Agencies
- Private Security Firms
- Guardian Ad Litem

The MJUA and MAP are activated to provide assistance to the above classes of business for a period of 180 days following publication of this notice. A public hearing will be held, for the purpose of determining whether activation should continue beyond 180 days, at the Office of Administrative Hearings, 310 4th Avenue South, 5th Floor, Flour Exchange Building, Minneapolis, Minnesota 55415 on February 9, 1989 at 9:00 A.M. and continuing until all interested persons and groups have had an opportunity to be heard. The hearing shall be governed by *Minnesota Statute* Sections 14.57-14.69 and by *Minnesota Rules* Parts 1400.5100-1400.8400, (1985). Questions regarding procedure may be directed to Administrative Law Judge, Peter Erickson, 310 4th Avenue South, 4th Floor Summit Bank Building, Minneapolis, Minnesota 55415, telephone (612) 341-7606. The authority for this proceeding is found in Chapter 621 of *Minnesota Statutes*, specifically sections 621.21 and 621.22. (A copy of those sections follows this notice.)

Prior to the hearing a pre-hearing conference will be held at 9:00 A.M. on February 2, 1989, at the Office of Administrative Hearings, 310 4th Avenue South, 5th Floor Flour Exchange Building, Minneapolis, Minnesota 55415.

*Minnesota Statutes*, Chapter 621, which governs the Minnesota Joint Underwriting Association provides for temporary activation for 180 days by the Commissioner of Commerce. To extend the Minnesota Joint Underwriting Association's authority beyond the 180 day period a hearing must be held. Those classes of business for which the Minnesota Joint Underwriting Association was temporarily activated, by this notice and by previously published notices, must prove, at that hearing, that they meet the statutory requirements for coverage by the Minnesota Joint Underwriting Association.

Among those requirements are:

- (1) That members of those classes are unable to obtain insurance through ordinary means;
- (2) That the insurance being sought is required by statute, ordinance, or otherwise required by law, or is necessary to earn a livelihood or conduct a business; and
- (3) That the classes of business serve a public purpose.

The classes of business specified in this notice and previously published notices must be shown to meet the statutory requirements or the Minnesota Joint Underwriting Association's authority to provide coverage to them will end after 180 days from the date the notice of activation was published in the *State Register*.

Activation of a class of business does not guarantee coverage to any class member. Coverage of individual class members is determined by the Minnesota Joint Underwriting Association on a case by case basis once the class has been activated. The MJUA's address is: Pioneer Post Office Box 1760, St. Paul, MN 55101. Their phone number is (612) 222-0484.

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Official Notices

---

The Department strongly suggests that any persons affected by this hearing or otherwise interested in the proceedings familiarize themselves with the requirements of Chapter 62I and the contested case procedures prior to the hearing, that they take such other steps as are appropriate to protect their interests and that any questions they may have as to how to proceed or how to participate at the hearing be directed to the Administrative Law Judge prior to the hearing.

All interested or affected persons will have an opportunity to participate at the hearing. Questioning of agency representatives or witnesses, and of interested persons making oral statements will be allowed in the manner set forth in the Rules pertaining to contested cases (*Minnesota Rules* Parts 1400.5100-1400.8400).

Anyone wishing to oppose activation beyond 180-days for any particular class, must file a petition to intervene with the administrative law judge at least 10 days before the hearing date. If no notice to intervene is filed for a class then the class is activated beyond the 180-day period without further action.

*Minnesota Statutes* chapter 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A lobbyist is defined in *Minnesota Statutes* Section 10A.01, subdivision 11 as an individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than \$250, not including travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than \$250, not including traveling expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert St., St. Paul, Minnesota, 55101-2520, telephone (612) 296-5148.

Dated: 13 December 1988

Michael A. Hatch  
Commissioner of Commerce

### 62I.21 ACTIVATION OF MARKET ASSISTANCE PLAN AND JOINT UNDERWRITING ASSOCIATION.

At any time the commissioner of commerce deems it necessary to provide assistance with respect to the placement of general liability insurance coverage on Minnesota risks for a class of business, the commissioner shall by notice in the *State Register* activate the market assistance plan and the joint underwriting association. The plan and association are activated for a period of 180 days from publication of the notice. At the same time the notice is published, the commissioner shall prepare a written petition requesting that a hearing be held to determine whether activation of the market assistance plan and the joint underwriting association is necessary beyond the 180-day period. The hearing must be held in accordance with section 62I.22. The commissioner by order shall deactivate a market assistance program and the joint underwriting association at any time the commissioner finds that the market assistance program and the joint underwriting association are not necessary.

### 62I.22 HEARING.

**Subdivision 1. ADMINISTRATIVE LAW JUDGE.** The commissioner shall forward a copy of the petition to activate the market assistance plan and the joint underwriting association with respect to a class of business to the chief administrative law judge. The chief administrative law judge shall, within three business days of receipt of the copy of the petition, set a hearing date, assign an administrative law judge to hear the matter, and notify the commissioner of the hearing date and administrative law judge assigned to the matter. The hearing date must be no less than 60 days nor more than 90 days from the date of receipt of the petition by the chief administrative law judge.

**Subd. 2. NOTICE.** The commissioner of commerce shall publish notice of the hearing in the *State Register* at least 30 days before the hearing date. The notice should be that used for rulemaking under chapter 14. Approval by the administrative law judge of the notice prior to publication is not required. The notice must contain a statement that anyone wishing to oppose activation beyond 180 days for any particular class, must file a petition to intervene with the administrative law judge at least ten days before the hearing date. If no notice to intervene is filed for a class then the class is activated beyond the 180-day period without further action.

**Subd. 3. CONTESTED CASE; REPORT.** The hearing and all matters after the hearing are a contested case under chapter 14. Within 45 days from the commencement of the hearing and within 15 days of the completion of the hearing the administrative law judge shall submit a report to the commissioner of commerce. The parties, or the administrative law judge, if the parties cannot agree, shall adjust all time requirements under the contested case procedure to conform with the 45-day requirement.

**Subd. 4. DECISION.** The commissioner shall make a decision within ten days of the receipt of the administrative law judge's report.

**Subd. 5. WAIVER OR MODIFICATION.** If all parties to the proceeding agree, any of the requirements of this section may be waived or modified.

**Subd. 6. CASE PRESENTATION.** The department of commerce, upon request by small businesses as defined by section 14.115, subdivision 1, shall assist small businesses in any specific class requesting continuation of coverage beyond the 180-day period, in coordinating the class and presenting the case in the contested hearing.

## **Department of Health**

### **Office of Health Systems Development**

#### **Notice of Intent to Solicit Outside Opinions Concerning a Request for a Waiver of HMO Statutes and Rules by Group Health, Inc.**

Dated: 13 December 1988

NOTICE IS HEREBY GIVEN that the Department of Health is seeking opinions and comments pertaining to a request by Group Health, Inc. for a waiver of HMO statutes and rules relating to prescription drug coverage for Group Health Seniors who receive their primary health care services at private clinics which are affiliated with Group Health, Inc. Such waivers are authorized for demonstration projects by *Minnesota Statutes*, § 62D.30.

The request submitted by Group Health, Inc. is available for inspection during normal business hours at the following location:

Alternative Delivery Systems  
Room 450  
Minnesota Department of Health  
717 Delaware Street S.E.  
Minneapolis, Minnesota 55440  
(612) 623-5365

Comments on the request must be received by December 12, 1988.

## **Department of Health**

### **Volunteers Sought for Exception to the Moratorium Advisory Review Panel**

The Interagency Board for Quality Assurance is now taking nominations to form the Exception to the Moratorium Advisory Review panel as prescribed in *Minnesota Statutes* 144A.073, subdivision 3. The Interagency Board is looking for five members who meet the following qualifications: Two members from organizations that represent consumers of nursing home services; two representatives from organizations representing providers of nursing home services, and one member who has a background in long-term care and either accounting, engineering or building construction. Members volunteer their time and talent, but are reimbursed for miscellaneous expenses, such as travel and parking. Nominations will be accepted through January 10, 1989. A nomination must be written, must state the name and address of the nominee, must include a description of the nominee's professional experience and training, and must state the position for which the person is being nominated. Send nominations to Anne Kane, Executive Director, Interagency Board for Quality Assurance, 393 North Dunlap Street, 5th Floor, St. Paul, MN 55164-0938.

## **Department of Human Services**

### **Licensing Division**

#### **Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rules Governing Requirements County and Private Agencies Must Comply with in Performing Licensing Functions Delegated by the Commissioner of Human Services Related to Family Day Care, Adult Foster Care, and Child Foster Care**

NOTICE IS HEREBY GIVEN that the State Department of Human Services is seeking information or opinions from sources outside the agency in preparing to propose the adoption of the rule governing certification of county and private agencies delegated

## Official Notices

---

---

licensing functions by the Commissioner of Human Services. The adoption of the rule is authorized by *Minnesota Statutes*, section 245A.16, which permits the Commissioner to delegate licensing functions, to adopt rules governing those functions, and to certify county and private agencies that comply with the licensing requirements.

The State Department of Human Services requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to: Barbara Eggiman, Department of Human Services, Licensing Division, 444 Lafayette Road, St. Paul, Minnesota 55155-3842. Oral statements will be received during regular business hours over the telephone at (612) 296-3024 and in person at the above address.

All statements of information and opinions shall be accepted until further notice is published in the *State Register* or the Notice of Hearing or Notice of Intent to Adopt Rules Without a Hearing is published in the *State Register*. Any written material received by the State Department of Human Services shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Date: 9 December 1988

Jim Schmidt  
Department of Human Services  
Rulemaker

## Metropolitan Council

### Public Hearing on a Revised Capital Improvement Program for Regional Recreation Open Space (Regional Parks) for 1990 and Beyond

The Metropolitan Council will hold a public hearing on a proposed revised Capital Improvement Program (CIP) for the Regional Recreation Open Space System, the "regional parks," on Tuesday, Jan. 24, 1989 at 7:45 p.m., in the Council Chambers, Mears Park Centre, 230 E. Fifth St., St. Paul.

All interested persons are encouraged to attend the hearing and offer comments. People may register in advance to speak by calling Jane Larson at 291-6500. Copies of the revised CIP are available for public inspection at designated libraries throughout the region. For information on the location of these libraries or a free copy of the document, call 291-8140.

## Metropolitan Council

### Public Hearing on a Proposed Amendment to the Metropolitan Development Guide Recreation Open Space Policy Plan Designating a Railroad Corridor as a Regional Trail, Exploring Its Use for Light Rail Transit, and Determining the Need for I-94 Bridge Extensions

The Metropolitan Council is considering designating the northeast Burlington Northern Railroad corridor (from Kellogg Blvd. to Beam Av., St. Paul) a regional trail, with potential shared use for light rail transit, and potential need for bridge extensions on Interstate Hwy. 94 over a portion of the trail.

The Council will hold a public hearing on the proposed amendment to its Metropolitan Development Guide Recreation Open Space Policy Plan on Tuesday, Jan. 24, 1989 at 7 p.m. in the Council Chambers, Mears Park Centre, 230 E. Fifth St., St. Paul.

All interested persons are encouraged to attend the hearing and offer comments. People may register in advance to speak by calling Jane Larson at 291-6500. Copies of the proposed amendment are available for public inspection at designated libraries throughout the region. For information on the location of these libraries or a free copy of the document, call 291-8140.

## Minnesota Pollution Control Agency

### Division of Air Quality

### Notice of Public Meeting Regarding Proposed Revision of Minnesota's State Implementation Plan for Air Quality to Include Revised Permanent Rules Relating to Air Quality Definitions, Emissions Offsets, and Air Quality Permitting

NOTICE IS HEREBY GIVEN that, on January 24, 1989, the Minnesota Pollution Control Agency (hereinafter referred to as

"Agency") will hold a regularly scheduled Agency meeting in the Agency Board Room, located at 520 Lafayette Road, St. Paul, Minnesota 55155. The Agency is currently scheduled to consider, among other things, adoption of proposed revisions to the above referenced rules and a revision to the State Implementation Plan for the inclusion of these rule revisions. These rules were published in the *State Register* (13 S.R. 1086) on Monday, October 31, 1988, as Proposed Permanent Rules Relating to Air Quality Definitions (*Minnesota Rules* ch. 7005.0100), Emissions Offsets (*Minnesota Rules* Parts 7005.3010 to 7005.3060), and Air Quality and Air Quality Permitting. The purpose of the State Implementation Plan revisions is to incorporate the amended rules as part of the State Implementation Plan to attain the National Ambient Air Quality Standards.

NOTICE IS ALSO HEREBY GIVEN that the public is invited to attend the Agency meeting on January 24, 1989, and to comment at that meeting on the proposed State Implementation Plan Revisions. The meeting will be held in the Agency Board Room, at the address noted above and will begin at 9:00 a.m. Written comments on the proposed State Implementation Plan revision may be submitted prior to the meeting and should be addressed to:

Patrick J. Mulloy	Minnesota Pollution Control Agency
Planning and Rule Coordinator	520 Lafayette Road
Division of Air Quality	St. Paul, Minnesota 55155

Questions regarding the proposed revisions or the Agency meeting should also be directed to Patrick J. Mulloy at the above address or at (612) 296-7670. A copy of the State Implementation Plan revision and the meeting Agenda may be obtained after December 23, 1988, from Virginia M. McCarty at the address noted above or at (612) 296-7951.

Gerald L. Willet  
Commissioner

## Office of the Secretary of State

### Notice of Vacancies in Multi-Member State Agencies

NOTICE IS HEREBY GIVEN to the public that vacancies have occurred in multi-member state agencies, pursuant to *Minnesota Statutes* 15.0597, subdivision 4. Application forms may be obtained from and submitted to the Office of the Secretary of State, Open Appointments, 180 State Office Building, St. Paul 55155-1299; (612) 296-2805. In person requests may be made at Room 174, State Office Building. Specific information about these vacancies may be obtained from the agencies listed below. The application deadline for these vacancies is January 10, 1989.

#### STATE COUNCIL ON VOCATIONAL TECHNICAL EDUCATION

1 member to represent business and industry.

#### CHILDREN'S TRUST FUND ADVISORY COUNCIL

1 member—required by statute to possess knowledge of child abuse and neglect. Preference: Black males who are knowledgeable in the human service needs of minority communities are encouraged to apply.

#### State Council on Vocational Technical Education

407 Gallery Bldg., 17 W Exchange St., St. Paul 55102. 612-296-4202  
*Minnesota Statutes* 136C.50.

APPOINTING AUTHORITY: Governor. COMPENSATION: Per diem, reimbursed for expenses.

The council reports and advises the governor, the state's education boards, the business community and the public on policy for vocational technical education. Thirteen members consisting of seven representatives of the private sector with five from business, industry and agriculture and two from labor. Six representatives of vocational institutions among which must be a representative or career guidance and counseling, targeted populations, and special education. At least one from each congressional district.

#### Children's Trust Fund Advisory Council

333 Sibley St., Suite 567, St. Paul 55101. 612-296-5437  
*Minnesota Statutes* 299.23.

APPOINTING AUTHORITY: Governor. COMPENSATION: \$35 per diem plus expenses.

This council distributes trust fund money to any public or private non-profit agency to fund a child abuse prevention program. The governor appoints seven members who will demonstrate knowledge in the area of child abuse and represent the demographic and geographic composition of the state, local government, parents, racial and ethnic minority communities, religious community, professionals and volunteers. The commissioners of human services, health, education and corrections each appoint one member. The legislature appoints two senators and two representatives, each with one member from both caucuses.

# State Contracts and Advertised Bids

Pursuant to the provisions of Minn. Stat. § 14.10, an agency must make reasonable effort to publicize the availability of any services contract or professional and technical services contract which has an estimated cost of over \$2,000.

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

Commodities contracts with an estimated value of \$15,000 or more are listed under the Procurement Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

## Department of Administration: Materials Management Division

### Contracts and Requisitions Open for Bid

Call 296-2600 for information on a specific bid, or to request a specific bid.

**Commodity:** Spectrometer  
**Contact:** Joseph Gibbs 612-296-3750  
**Bid due date at 2pm:** December 22  
**Agency:** Agriculture  
**Deliver to:** St. Paul  
**Requisition #:** 04661 02210

**Commodity:** Computer software  
**Contact:** Joan Breisler 612-297-2729  
**Bid due date at 2pm:** December 22  
**Agency:** Jobs & Training  
**Deliver to:** St. Paul  
**Requisition #:** 21200 20002

**Commodity:** Purchase of Toshiba BD 9110 copier—rebid  
**Contact:** Teresa Ryan 612-296-7556  
**Bid due date at 2pm:** December 22  
**Agency:** Correction Facility  
**Deliver to:** Red Wing  
**Requisition #:** 78760 02534 1

**Commodity:** DAS-16 computer equipment  
**Contact:** Bernadette Vogel 612-296-3778  
**Bid due date at 2pm:** December 20  
**Agency:** Normandale Community College  
**Deliver to:** Bloomington  
**Requisition #:** 27156 10414

**Commodity:** Combination pickup sweeper & loader—DOT—Golden Valley—rebid  
**Contact:** Mary Jo Bruski 612-296-3772  
**Bid due date at 2pm:** December 23  
**Agency:** Transportation  
**Deliver to:** Golden Valley  
**Requisition #:** 79382 01533

**Commodity:** Steel cabinetry shelving  
**Contact:** Pam Anderson 612-296-1053  
**Bid due date at 2pm:** December 23  
**Agency:** Jobs & Training  
**Deliver to:** St. Paul  
**Requisition #:** 21200 19792

**Commodity:** Wall outlets  
**Contact:** Pam Anderson 612-296-1053  
**Bid due date at 2pm:** December 23  
**Agency:** Econ  
**Deliver to:** St. Paul  
**Requisition #:** 02310 16522

**Commodity:** Magnetic tape drive unit  
**Contact:** Bernadette Vogel 612-296-3778  
**Bid due date at 2pm:** December 23  
**Agency:** Jobs & Training  
**Deliver to:** St. Paul  
**Requisition #:** 21200 20010

**Commodity:** Vending machines—rebid  
**Contact:** Joan Breisler 612-297-2729  
**Bid due date at 2pm:** December 23  
**Agency:** Jobs & Training  
**Deliver to:** St. Paul  
**Requisition #:** Price Contract

**Commodity:** Closed circuit video system  
**Contact:** Joseph Gibbs 612-296-3750  
**Bid due date at 2pm:** December 27  
**Agency:** State University  
**Deliver to:** Mankato  
**Requisition #:** 26071 18427

**Commodity:** System 36 maintenance  
**Contact:** Don Olson 612-296-3771  
**Bid due date at 2pm:** December 28  
**Agency:** Print Communications  
**Deliver to:** St. Paul  
**Requisition #:** Price Contract

**Commodity:** Radio pagers—lease only  
**Contact:** Pam Anderson 612-296-1053  
**Bid due date at 2pm:** December 28  
**Agency:** Various  
**Deliver to:** Various  
**Requisition #:** Price Contract

**Commodity:** Infectious waste disposal  
**Contact:** Juanita Steffen 612-297-3830  
**Bid due date at 2pm:** December 27  
**Agency:** Various  
**Deliver to:** Various  
**Requisition #:** Price Contract

**Commodity:** Lightfixture  
**Contact:** Joan Breisler 612-297-2729  
**Bid due date at 2pm:** December 28  
**Agency:** DHS Regional Treatment Center  
**Deliver to:** Fergus Falls  
**Requisition #:** 55101 09248

**Contract Awards—Materials Management Division**

**Item:** Milk testers  
**Req.#:** 04151 92093 01  
**Awarded to:** Scherping Controls,  
Winsted, MN  
**Awarded amount:** \$5,155.00  
**Awarded date:** December 7, 1988  
**Expir/deliv date:** January 9, 1989  
**Shipped to:** Minnesota Department of  
Agriculture

**Item:** Janitorial & refuse disposal  
service  
**Req.#:** 07500 51611 01  
**Awarded to:** Sheltered Employee,  
Brainerd, MN  
**Awarded amount:** \$5,200.00  
**Awarded date:** December 7, 1988  
**Shipped to:** Department of Public Safety

**Item:** Furniture office  
**Req.#:** 26071 18412 01  
**Awarded to:** Competitive Edge Office,  
St. Paul, MN  
**Awarded amount:** \$6,480.00  
**Awarded date:** December 7, 1988  
**Expir/deliv date:** January 13, 1989  
**Shipped to:** Mankato State University

**Item:** Used automobiles  
**Req.#:** 26073 20727 01  
**Awarded to:** Minnesota State Public  
Safety, St. Paul, MN  
**Awarded amount:** \$8,300.00  
**Awarded date:** December 7, 1988  
**Shipped to:** St. Cloud State University

**Item:** Furniture office  
**Req.#:** 27000 89023 01  
**Awarded to:** American Scientific  
Products, Minneapolis, MN  
**Awarded amount:** \$5,600.00  
**Awarded date:** December 7, 1988  
**Expir/deliv date:** December 10, 1988  
**Shipped to:** Austin Community College

**Item:** Truck & tractor attachments  
**Req.#:** 29001 14512 01  
**Awarded to:** Gulbranson Equipment,  
Park Rapids, MN  
**Awarded amount:** \$9,980.00  
**Awarded date:** December 7, 1988  
**Expir/deliv date:** February 6, 1989  
**Shipped to:** DNR Regional  
Headquarters

**Item:** Fire alarms (furnish & install)  
**Req.#:** 75250 40273 01  
**Awarded to:** Deverns Inc., Mound, MN  
**Awarded amount:** \$21,604.00  
**Awarded date:** December 7, 1988  
**Shipped to:** Minnesota Veterans Home

**Item:** Doors (furnish & install)  
**Req.#:** 79000 92476 02  
**Awarded to:** Crawford Door Sales Co.,  
West St. Paul, MN  
**Awarded amount:** \$22,611.00  
**Awarded date:** December 7, 1988  
**Expir/deliv date:** January 30, 1989  
**Shipped to:** Various Locations

**Item:** Automobile  
**Req.#:** 07500 51683 01  
**Awarded to:** Southdale Ford,  
Bloomington, MN  
**Awarded amount:** \$237,540.00  
**Awarded date:** December 8, 1988  
**Expir/deliv date:** March 15, 1989  
**Shipped to:** Various Locations

**Item:** Automobile  
**Req.#:** 07500 51684 01  
**Awarded to:** Thane Hawkins, White  
Bear, MN  
**Awarded amount:** \$139,986.00  
**Awarded date:** December 8, 1988  
**Expir/deliv date:** March 15, 1989  
**Shipped to:** Department of Public Safety

**Item:** Automobile  
**Req.#:** 07500 51685 01  
**Awarded to:** Thane Hawkins, White  
Bear, MN  
**Awarded amount:** \$1,822,821.00  
**Awarded date:** December 8, 1988  
**Expir/deliv date:** March 15, 1989  
**Shipped to:** Various Locations

**Item:** Furniture modular office system  
**Req.#:** 21200 19637 01  
**Awarded to:** Schmidt Goodman Office,  
Rochester, MN  
**Awarded amount:** \$5,015.00  
**Awarded date:** December 8, 1988  
**Expir/deliv date:** January 27, 1989  
**Shipped to:** Minnesota Department of  
Jobs and Training

**Item:** Computer equipment  
**Req.#:** 26137 04620 01  
**Awarded to:** First Tech, Minneapolis,  
MN  
**Awarded amount:** \$12,600.00  
**Awarded date:** December 8, 1988  
**Expir/deliv date:** January 27, 1989  
**Shipped to:** State University Board

**Item:** Refrigeration & air conditioning  
work  
**Req.#:** 26070 13742 01  
**Awarded to:** Owens Service Co.,  
Minneapolis, MN  
**Awarded amount:** \$7,390.00  
**Awarded date:** December 8, 1988  
**Expir/deliv date:** April 1, 1989  
**Shipped to:** Bemidji State University

**Item:** Refrigeration & air conditioning  
work  
**Req.#:** 26070 13743 01  
**Awarded to:** Owens Service Co.,  
Minneapolis, MN  
**Awarded amount:** \$7,540.00  
**Awarded date:** December 8, 1988  
**Expir/deliv date:** April 1, 1989  
**Shipped to:** Bemidji State University

**Item:** Trailer, heavy duty  
**Req.#:** 29004 11204 01  
**Awarded to:** Gulbranson Equipment,  
Park Rapids, MN  
**Awarded amount:** \$7,997.00  
**Awarded date:** December 8, 1988  
**Expir/deliv date:** December 23, 1988  
**Shipped to:** DNR Regional  
Headquarters

**Item:** Computer software purchase (non-  
pc)  
**Req.#:** 79000 92629 01  
**Awarded to:** VM Software, Merrifield,  
VA  
**Awarded amount:** \$8,800.00  
**Awarded date:** December 8, 1988  
**Expir/deliv date:** December 30, 1988  
**Shipped to:** Minnesota Department of  
Transportation

## State Contracts and Advertised Bids

**Item:** Lumber & related basic wood  
**Req.#:** 79050 21116 01  
**Awarded to:** Bobs Lumber & Supply,  
Pierz, MN  
**Awarded amount:** \$13,507.12  
**Awarded date:** December 8, 1988  
**Shipped to:** Various Locations

**Item:** Axels front or rear motor vehicle  
**Req.#:** 79990 00192 01  
**Awarded to:** Pioneer Rim & Wheel Co.,  
Minneapolis, MN  
**Awarded amount:** \$5,832.30  
**Awarded date:** December 8, 1988  
**Expir/deliv date:** December 16, 1988  
**Shipped to:** MN/DOT, Central Shop

**Item:** Tools, hardware boxes etc.  
**Req.#:** 67130 10258 01  
**Awarded to:** Burton Equipment Inc.,  
Edina, MN  
**Awarded amount:** \$9,043.40  
**Awarded date:** December 9, 1988  
**Expir/deliv date:** January 12, 1989  
**Shipped to:** Department of Revenue

**Item:** Library furniture  
**Req.#:** 02310 16383 01  
**Awarded to:** Olm Equipment Inc., Eden  
Prairie, MN  
**Awarded amount:** \$24,547.00  
**Awarded date:** December 12, 1988  
**Expir/deliv date:** March 18, 1989  
**Shipped to:** Rochester Community  
College

**Item:** Laboratory supplies  
**Req.#:** 04111 92117 01  
**Awarded to:** Varian Instrument Group,  
Sugarland, TX  
**Awarded amount:** \$38,510.00  
**Awarded date:** December 12, 1988  
**Expir/deliv date:** January 4, 1989  
**Shipped to:** Minnesota Department of  
Agriculture

**Item:** Service other purchased  
**Req.#:** 26073 20782 01  
**Awarded to:** Electro Painters Inc., St.  
Paul, MN  
**Awarded amount:** \$5,890.00  
**Awarded date:** December 12, 1988  
**Expir/deliv date:** January 3, 1989  
**Shipped to:** St. Cloud State University

**Item:** Auto hd truck & van  
**Req.#:** 26175 07295 03  
**Awarded to:** Thane Hawkins, White  
Bear, MN  
**Awarded amount:** \$29,520.00  
**Awarded date:** December 12, 1988  
**Expir/deliv date:** March 1, 1989  
**Shipped to:** Southwest State University

**Item:** Automobile medium compact  
**Req.#:** 79382 01546 01  
**Awarded to:** Southdale Ford,  
Bloomington, MN  
**Awarded amount:** \$309,552.00  
**Awarded date:** December 12, 1988  
**Expir/deliv date:** March 1, 1989  
**Shipped to:** MN/DOT, Central Shop

**Item:** Telephone & telegraph equipment  
**Req.#:** 99908 00038 01  
**Awarded to:** Norstan Business, Maple  
Grove, MN  
**Awarded amount:** \$95,830.91  
**Awarded date:** December 12, 1988  
**Expir/deliv date:** January 30, 1989  
**Shipped to:** Various Locations

**Item:** Computer equipment  
**Req.#:** 02511 93194 01  
**Awarded to:** Bergstrom Georgene Co.,  
Minneapolis, MN  
**Awarded amount:** \$11,052.50  
**Awarded date:** December 13, 1988  
**Expir/deliv date:** December 30, 1988  
**Shipped to:** Materials Management/  
Inventory Management

**Item:** Computer equipment  
**Req.#:** 04631 92163 01  
**Awarded to:** Copy Duplicating Product,  
Richfield, MN  
**Awarded amount:** \$6,900.00  
**Awarded date:** December 13, 1988  
**Expir/deliv date:** December 27, 1988  
**Shipped to:** Minnesota Department of  
Agriculture

**Item:** Printers, computer  
**Req.#:** 21200 19817 01  
**Awarded to:** Ameridata Systems Inc.,  
Minneapolis, MN  
**Awarded amount:** \$5,810.00  
**Awarded date:** December 13, 1988  
**Expir/deliv date:** January 15, 1989  
**Shipped to:** Various Locations

**Item:** Computer equipment  
**Req.#:** 26176 02880 01  
**Awarded to:** Boffin Ltd., Burnsville,  
MN  
**Awarded amount:** \$6,108.00  
**Awarded date:** December 13, 1988  
**Expir/deliv date:** December 28, 1988  
**Shipped to:** Metropolitan State  
University

**Item:** Computer equipment  
**Req.#:** 27148 60011 01  
**Awarded to:** SMECSU, Rochester, MN  
**Awarded amount:** \$5,562.00  
**Awarded date:** December 13, 1988  
**Expir/deliv date:** March 20, 1989  
**Shipped to:** Rochester Community  
College

**Item:** Computer equipment  
**Req.#:** 27147 47145 01  
**Awarded to:** Cedar Computer Center,  
Bloomington, MN  
**Awarded amount:** \$6,700.00  
**Awarded date:** December 13, 1988  
**Expir/deliv date:** January 5, 1989  
**Shipped to:** Vermilion Community  
College

**Item:** Principal/pay equipment lease  
option/buy  
**Req.#:** 29000 51163 01  
**Awarded to:** Eastman Kodak Co.,  
Rochester, MN  
**Awarded amount:** \$14,103.00  
**Awarded date:** December 13, 1988  
**Expir/deliv date:** January 1, 1989  
**Shipped to:** DNR—Bureau of License

**Item:** Computer equipment  
**Req.#:** 34000 05817 01  
**Awarded to:** Compar Inc., Eden Prairie,  
MN  
**Awarded amount:** \$14,283.00  
**Awarded date:** December 13, 1988  
**Expir/deliv date:** January 20, 1989  
**Shipped to:** Minnesota Housing Finance  
Agency

---

---

## State Contracts and Advertised Bids

**Item:** Principal/pay equipment lease option/buy  
**Req.#:** 55201 07542 01  
**Awarded to:** GE Capital Fleet Services, Minneapolis, MN  
**Awarded amount:** \$6,702.88  
**Awarded date:** December 13, 1988  
**Expir/deliv date:** December 18, 1988  
**Shipped to:** Cambridge Registered Human Service Center

**Item:** Fixture—indoor electric lighting  
**Req.#:** 78830 09591 01  
**Awarded to:** Northtown Electric Inc., New Brighton, MN  
**Awarded amount:** \$5,090.40  
**Awarded date:** December 13, 1988  
**Expir/deliv date:** December 30, 1988  
**Shipped to:** Minnesota Correctional Facility

**Item:** Construction & highway maintenance equipment  
**Req.#:** 79382 01543 01  
**Awarded to:** Duke Durfee Co., N. Mankato, MN  
**Awarded amount:** \$30,475.00  
**Awarded date:** December 13, 1988  
**Expir/deliv date:** January 31, 1989  
**Shipped to:** Minnesota Department of Transportation

### Department of Administration: Print Communications Division

Printing vendors for the following printing contracts must review contract specifications in printing buyers office at 117 University Avenue, Room 134-B, St. Paul, MN.

**Commodity:** 1988 deer hunter survey, 35M continuous tractor-feed sheets, 14 $\frac{7}{8}$ "  $\times$  11", type to set  
**Contact:** Printing buyer's office  
**Bids are due:** December 21  
**Agency:** DNR—Wildlife  
**Deliver to:** St. Paul  
**Requisition #:** 3673

**Commodity:** 1988 small game hunter survey 36,300 continuous tractor-feed sheets 7"  $\times$  8 $\frac{1}{2}$ ", type to set // and 1988 trapper survey 3M continuous tractor-feed sheets, 7"  $\times$  8 $\frac{1}{2}$ ", type to set  
**Contact:** Printing buyer's office  
**Bids are due:** December 22  
**Agency:** DNR—Wildlife  
**Deliver to:** St. Paul  
**Requisition #:** 3674 & 3675

**Commodity:** Certificate of death, 50M—9"  $\times$  8 $\frac{3}{4}$ ", type to set, negs furnished, 2-sided  
**Contact:** Printing Buyer's Office  
**Bids are due:** December 22  
**Agency:** Health Department  
**Deliver to:** Minneapolis  
**Requisition #:** 3578

**Commodity:** Envelopes, 5M kraft 24#, 8 $\frac{3}{4}$ "  $\times$  11 $\frac{1}{4}$ ", with window and 2" flap gummed  
**Contact:** Printing buyer's office  
**Bids are due:** December 22  
**Agency:** DHS-Reimbursement Division  
**Deliver to:** St. Paul  
**Requisition #:** 3746

**Commodity:** Timber wolf poster (10M) and timber wolf brochure (4M):  
Poster—12"  $\times$  18", camera ready, 2-sided, 4-color process; brochure—12"  $\times$  18" folded thrice to 4"  $\times$  9", camera ready, 2-sided  
**Contact:** Printing buyer's office  
**Bids are due:** December 22  
**Agency:** DNR—Non Game Wildlife  
**Deliver to:** St. Paul  
**Requisition #:** 3645 & 3646

**Commodity:** Summer scholarship brochure, 30M 11"  $\times$  17" folded in half, camera ready, 2-sided; AND poster, 5,300, 23"  $\times$  25", camera ready  
**Contact:** Printing buyer's office  
**Bids are due:** December 22  
**Agency:** Higher Education Coordinating Board  
**Deliver to:** St. Paul  
**Requisition #:** 3739 & 3740

**Commodity:** Explore Minnesota B&B/historic inns 1989 (50M 20 page book, self cover, 8 $\frac{1}{2}$ "  $\times$  3 $\frac{7}{8}$ " 2-sided, saddle stitch) and Explore Minnesota Outfitters 1989 (25M brochures, camera ready, 2-sided, 8 $\frac{1}{2}$ "  $\times$  22 $\frac{1}{2}$ " folded to 8 $\frac{1}{2}$ "  $\times$  3 $\frac{7}{8}$ ") both with color key  
**Contact:** Printing buyer's office  
**Bids are due:** December 22  
**Agency:** Tourism Office  
**Deliver to:** St. Paul  
**Requisition #:** 3692 & 3

**Commodity:** Permission to administer medication, 20M 2-part form, negs furnished, 1-sided, 8 $\frac{1}{2}$ "  $\times$  6" overall  
**Contact:** Printing buyer's office  
**Bids are due:** December 23  
**Agency:** DHS (Department Human Services)  
**Deliver to:** St. Paul  
**Requisition #:** 3695

**Commodity:** Envelopes, various colors and sizes: 80,500 white 20# 7 $\frac{1}{2}$ "  $\times$  3 $\frac{7}{8}$ ", type to set; 65,000 pink 20# 6 $\frac{1}{2}$ "  $\times$  3 $\frac{5}{8}$ ", type to set; and 15,500 yellow 20# 6 $\frac{1}{2}$ "  $\times$  3 $\frac{5}{8}$ ", type to set  
**Contact:** Printing buyer's office  
**Bids are due:** December 23  
**Agency:** Teachers Retirement Association  
**Deliver to:** St. Paul  
**Requisition #:** 3543 & 4

**Commodity:** Drivers license poly window envelope, 160M 4 $\frac{1}{2}$ "  $\times$  7 $\frac{1}{2}$ ", camera ready, 1-sided  
**Contact:** Printing buyer's office  
**Bids are due:** December 23  
**Agency:** Public Safety Department  
**Deliver to:** St. Paul  
**Requisition #:** 3747

## State Contracts and Advertised Bids

**Commodity:** Culture for acid fast bacilli, 13M 5-part form, 6¾" × 4" overall, negs furnished, 2-sided

**Contact:** Printing buyer's office

**Bids are due:** December 23

**Agency:** Health Department

**Deliver to:** Minneapolis

**Requisition #:** 3623

**Commodity:** Dental prior authorization form, 50M 2-part continuous, 9½" × 11" overall, type to set, 1-sided, preprinted numbering

**Contact:** Printing buyer's office

**Bids are due:** December 23

**Agency:** DHS (Department Human Services)

**Deliver to:** St. Paul

**Requisition #:** 3759

**Commodity:** Substitute care/adoption turnaround, 25M 2-part form continuous, negs furnished, 1-sided, 12" × 8½" overall

**Contact:** Printing buyer's office

**Bids are due:** December 23

**Agency:** DHS (Department Human Services)

**Deliver to:** St. Paul

**Requisition #:** 3696

**Commodity:** Annual summary report forms, 5M sets, 12¾" × 14" overall, 1-side, camera ready

**Contact:** Printing buyer's office

**Bids are due:** December 23

**Agency:** Teachers Retirement Association

**Deliver to:** St. Paul

**Requisition #:** 3542

**Commodity:** Minnesota Crime Watch litter bags, 25M 10" × 12" camera ready, white 2mil plastic 2-color

**Contact:** Printing buyer's office

**Bids are due:** December 23

**Agency:** Public Safety Department

**Deliver to:** St. Paul

**Requisition #:** 3855

**Commodity:** Prescription label, 25M 2¾" × 1⅞", type to set, 1-sided, rounded corners PS adhesive on back, on pinfeed sheets

**Contact:** Printing buyer's office

**Bids are due:** December 23

**Agency:** Minnesota Veterans Home

**Deliver to:** Minneapolis

**Requisition #:** 3770

**Commodity:** Minnesota's forest treasures & arbor month poster, 10M with changes in title, 2M reprint, type to set, 1-sided, 20" × 29¾" sheets, 6500 folded

**Contact:** Printing buyer's office

**Bids are due:** December 23

**Agency:** DNR-Forestry

**Deliver to:** St. Paul

**Requisition #:** 3648

**Commodity:** Title application, 650M 4-part snapout form, 8½" × 11" detached, 2-sided, camera ready, carbon interleave

**Contact:** Printing buyer's office

**Bids are due:** December 28

**Agency:** Public Safety Department

**Deliver to:** St. Paul

**Requisition #:** 3763

## Contract Awards—Print Communications Division

**Item:** Explore Minnesota travel directories: southern & northeast

**Req. #:** 3032 & 33

**Awarded to:** NorthPrint, Grand Rapids

**Amount:** \$97,124.00 and \$34,509.00

**Date:** December 13

**Deliver to:** As requested

**Delivery date:** As requested

**Item:** Explore Minnesota travel directory: west

**Req. #:** 3034

**Awarded to:** McGill Jensen, Inc., St. Paul

**Amount:** \$60,453.00

**Date:** December 13

**Deliver to:** As requested

**Delivery date:** As requested

**Item:** Summer session bulletins

**Req. #:** 3256

**Awarded to:** Detroit Lakes Printing, Detroit Lakes

**Amount:** \$3,300.00

**Date:** December 8

**Deliver to:** Bemidji State University

**Delivery date:** 10 days

**Item:** Continuing dental education cards

**Req. #:** 3301

**Awarded to:** Custom Business Forms, Minneapolis

**Amount:** \$2,450.90

**Date:** December 8

**Deliver to:** Board of Dentistry, St. Paul

**Delivery date:** 12 days

**Item:** Continuing Dental Education Cards (single)

**Req. #:** 3302

**Awarded to:** Custom Business Forms, Minneapolis

**Amount:** \$565.25

**Date:** December 8

**Deliver to:** Dental Board

**Delivery date:** 12 days

**Item:** Agency business cards

**Req. #:** 3288

**Awarded to:** Twin City Litho, Roseville

**Amount:** \$1,090.00

**Date:** December 12

**Deliver to:** Vocational Technical

**Delivery date:** 15 days

## State Contracts and Advertised Bids

**Item:** Deposit with state depository  
**Req.#:** 3213  
**Awarded to:** Custom Business Forms,  
Minneapolis  
**Amount:** \$416.90  
**Date:** December 13  
**Deliver to:** Administration Department  
Central Stores: St. Paul  
**Delivery date:** 15 days

**Item:** Embargo notice  
**Req.#:** 2902  
**Awarded to:** Bann Division Stuart  
Hooper Co., St. Paul  
**Amount:** \$310.00  
**Date:** December 12  
**Deliver to:** Agriculture Department, St.  
Paul  
**Delivery date:** 10-12 working days

**Item:** Managing Minn's fish booklet  
**Req.#:** 3090  
**Awarded to:** Viking Press, Eden Prairie  
**Amount:** \$22,643.00  
**Date:** December 13  
**Deliver to:** DNR—Fisheries, St. Paul  
**Delivery date:** As requested

**Item:** Requisition for supplies  
**Req.#:** 3143  
**Awarded to:** Royal Business Forms,  
Brooklyn Center  
**Amount:** \$857.63  
**Date:** December 13  
**Deliver to:** Education Department, St.  
Paul  
**Delivery date:** 30 days

**Item:** Business cards  
**Req.#:** 3153  
**Awarded to:** Inter City Printing  
Company, St. Paul  
**Amount:** Not to exceed \$10,000.00  
**Date:** December 13  
**Deliver to:** Jobs & Training Department,  
St. Paul  
**Delivery date:** As requested

**Item:** Letterheads  
**Req.#:** 3154  
**Awarded to:** Inter City Printing Co., St.  
Paul  
**Amount:** Not to exceed \$20,000.00  
**Date:** December 13  
**Deliver to:** Jobs & Training Department,  
St. Paul  
**Delivery date:** As requested

**Item:** Envelopes  
**Req.#:** 3224  
**Awarded to:** Quality Park Products, St.  
Paul  
**Amount:** \$2,701.20  
**Date:** December 12  
**Deliver to:** Human Services  
Department, St. Paul  
**Delivery date:** 5 weeks

**Item:** Titled registration card  
**Req.#:** 3233  
**Awarded to:** Action Business Forms,  
Minneapolis  
**Amount:** \$1,470.00  
**Date:** December 12  
**Deliver to:** Public Safety Department,  
St. Paul  
**Delivery date:** 30 days

**Item:** Minnesota elected officials 1989  
**Req.#:** 3245  
**Awarded to:** Viking Press, Eden Prairie  
**Amount:** \$8,258.00  
**Date:** December 13  
**Deliver to:** Secretary of State, St. Paul  
**Delivery date:** As requested

**Item:** Minnesota election results 1988  
**Req.#:** 3246  
**Awarded to:** Viking Press, Eden Prairie  
**Amount:** \$2,729.00  
**Date:** December 13  
**Deliver to:** Secretary of State, St. Paul  
**Delivery date:** As requested

**Item:** 21 day permit  
**Req.#:** 3317  
**Awarded to:** Pauly Business Forms,  
Plymouth  
**Amount:** \$545.40  
**Date:** December 12  
**Deliver to:** Public Safety Department,  
St. Paul  
**Delivery date:** 28 days

**Item:** Dealer purchase receipt  
**Req.#:** 3319  
**Awarded to:** Georgene Bergstrom  
Company, Minneapolis  
**Amount:** \$2,610.00  
**Date:** December 12  
**Deliver to:** Public Safety Department,  
St. Paul  
**Delivery date:** 30 days

**Item:** Marketing folder with inserts  
**Req.#:** 3332  
**Awarded to:** Twin City Litho, Roseville  
**Amount:** \$16,629.00  
**Date:** December 12  
**Deliver to:** Lake States Forestry  
Alliance, St. Paul  
**Delivery date:** 30 days

**Item:** Invoice for grain inspection  
services  
**Req.#:** 3340  
**Awarded to:** Pauly Business Forms,  
Plymouth  
**Amount:** \$203.65  
**Date:** December 9  
**Deliver to:** Agriculture Department,  
Grain Inspection, Minneapolis  
**Delivery date:** 28 days

**Item:** Requisition for DHS forms  
**Req.#:** 3350  
**Awarded to:** Royal Business Forms,  
Brooklyn Center  
**Amount:** \$2,923.50  
**Date:** December 9  
**Deliver to:** Human Services  
Department, St. Paul  
**Delivery date:** 30 days

**Item:** Spring road restriction map  
**Req.#:** 3403  
**Awarded to:** Twin City Litho, Roseville  
**Amount:** \$1,575.00  
**Date:** December 9  
**Deliver to:** Transportation Department,  
St. Paul  
**Delivery date:** 15 days

**Item:** Return envelopes for tax returns  
**Req.#:** 3447  
**Awarded to:** Quality Park Products, St.  
Paul  
**Amount:** \$593.16  
**Date:** December 9  
**Deliver to:** Jobs & Training Department,  
St. Paul  
**Delivery date:** 5 weeks

### Department of Administration

#### InterTechnologies Group

#### Notice of Availability of Strategic and Business Planning

The Processing Services Division, InterTechnologies Group, Department of Administration, for the State of Minnesota, is requesting a proposal from qualified firms to provide strategic and business planning to be used by the Division of Processing Services. This will involve strategic planning, business planning, processes, materials, and understanding necessary for the development of the two plans, the fit of the two plans, and ongoing processes needed to keep these plans current for processing services. The total amount expended for this activity will not exceed \$35,000 for January 15, 1989 through August 30, 1989.

The full text of the Request for Proposal is available on request from Marlene Plumbo at (612) 296-2618. Responses must be directed to:

Susan C. Rose, Manager  
InterTechnologies Group  
Processing Services Division  
5th Floor Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155  
(612) 296-6391

Responses must be received no later than 4:30 p.m. on January 2, 1989.

### Department of Health

#### Request for Proposals for Computer Programming

Services for Children with Handicaps (SCH), Minnesota Department of Health, wants to contract for a MUMPS computer language programmer who has experience re: the MUMPS software packages COSTAR (Computer Stored Ambulatory Record), File Man, and the Heart Word-Text Processor. The contractor will be responsible for making programming changes on SCH's Medical/Management Information System. The changes are expected to increase efficiency and responsiveness to SCH clients.

The SCH Program provides for the identification, diagnostic evaluation and treatment of children with handicapping conditions caused by birth defects, congenital cardiac lesions, hereditary disease, or chronic diseases such as diabetes. SCH's computerized Medical/Management Information System is used to assist in collecting basic data on clients, assessing and evaluating clients' eligibility for SCH services, developing treatment plans for clients, and authorizing treatments for clients.

The Medical/Management Information System is an integration of the following software packages written in the MUMPS computer programming language:

1. COSTAR (Computer Stored Ambulatory Record), which was modified for SCH—The SCH Program has made use of all seven (7) standard modules: Registration, Scheduling, Accounts Receivable, Medical, Report Generator, Mailbox, and Systems Maintenance.

2. File Man—SCH used this to add two major modules (authorizations for services, commodities and tracking client activities) to the Information System and to integrate a vendor/provider list.

3. Heart Word-Text Processor—SCH utilizes this for automatically generating form letters. The Processor was integrated into the Information System.

#### Scope of Work:

The contractor will be required to program computer changes to SCH's Medical/Management Information System including:

1. Changes, additions throughout COSTAR re: clients, services provided and by whom, and outcomes.
2. Extensive changes in the vendors/providers list which will permit further collection and retrievability of data.
3. Software upgrade and integration re: File Man.
4. Increased reporting capability.
5. Revisions of the process to permit improvement of the automatic letter generation.

A detailed listing is available ("Some Suggested Changes to COSTAR").

---

---

## State Contracts and Advertised Bids

Invoices must be submitted at the end of each month, indicating specific work completed and number of hours and fractions thereof that the Contractor worked.

### Completion Date:

Programming will begin approximately February 15, 1989, with completion by June 30, 1990.

### Cost:

The total obligation of the State for all compensation and reimbursements to the Contractor shall not exceed \$49,000.00.

Proposals must be received by Services for Children with Handicaps by 4:30 p.m. on Wednesday, January 18, 1989, indicating 1. who's going to do the programming, 2. his/her experience in MUMPS programming and the software packages COSTAR, File Man, and the Heart Word-Text Processor, 3. hourly programming rate, 4. any additional expenses not included in the hourly rate, and 5. names and telephone numbers of two references who could verify programming work done in MUMPS and the software packages.

A copy of this request for proposal is available upon request. Inquiries, requests, and proposals should be directed to:

Linda Stevens, System Manager  
Services for Children with Handicaps  
Minnesota Department of Health  
717 Delaware Street, S.E.  
Minneapolis, MN 55440  
Telephone: (612) 623-5322

## Minnesota Historical Society

### Request for Proposals for Conservation-Restoration Needs Assessment for Historic House-Museum

#### Scope of Proposal

The Minnesota Historical Society is seeking proposals from qualified conservator/museum environments analysts for a conservation-restoration needs assessment for a historic house-museum in the Twin Cities metropolitan area to be completed by March 15, 1989.

The work will include identification and evaluation of historical interior fabric, surfaces and finishes. Evaluation will include consideration of physical conditions, deterioration and/or alterations. Recommendations for treatments should include but not be limited to consolidation, modification, replacement, cleaning and retouching. An assessment of environmental conditions/effects, estimated costs and recommendations for immediate and long term approach/solutions will also be required.

Specific information concerning the structure is available for review by appointment. To schedule an appointment, call Merry van den Honest during business hours, at (612) 726-1171, at the Fort Snelling History Center.

#### Submission of Proposals

All proposals must be sent to: Mark Schwartz, Contract Officer, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, Minnesota 55101, (612) 296-2155.

All proposals must be received no later than the close of the business day (5:00 p.m.), Friday, January 6, 1989. Late proposals will not be accepted.

Submit two copies of the proposals in an 8½×11 format. Proposals are to be sealed in mailing envelopes or packages with responder's name, address, and the name of the project for which the proposal is being submitted clearly written on the outside. The proposal must be signed, in ink, by an authorized member of the firm. Prices and terms of the proposal must be valid for the length of the project.

Qualified firms or individuals who have demonstrated experience in preparing comparable conservation needs assessments will be considered for this project. Responder experience and qualifications, quality of proposal, and project cost detail will be considered in awarding this contract. Upon completion of evaluation and selection, results will be sent immediately by mail to all responders.

This Request for Proposals does not obligate the Society to complete the project, and the Society reserves the right to cancel solicitation if it is considered to be in the Society's best interests. The Society also reserves the right to accept or reject any or all proposals and to waive any irregularities therein.

# State Contracts and Advertised Bids

---

---

## Proposal Contents

The following will be considered minimum contents of a proposal:

1. Narrative project proposal identifying and describing the services and products to be provided.
2. A resume outlining the responder's capabilities and experience on comparable projects.
3. Identify the personnel who will supervise and conduct this project and detail their training and work experience. No change in personnel will be permitted without the approval of the Society.
4. Cost breakdown, work plan, and project schedule that identifies major tasks to be accomplished. Responder should state how project will be billed.
5. Sample completed conservation needs assessment report or comparable report prepared by responder for comparable projects.

## Department of Human Services

### Chemical Dependency Program Division

#### Notice of Request for Proposals to Expand and Improve Chemical Dependency Services to the Hispanic Rural and Migrant Farmworker

The Chemical Dependency Program Division of the Department of Human Services is soliciting proposals to expand and improve chemical dependency services to the Hispanic rural and migrant farmworker communities. A total of \$40,000 is available for one or more grantees. The funded services would begin on or about April 1, 1989, and continue for a minimum of 12 months.

All requests for further information or copies of the complete Request for Proposals and application forms can be obtained by contacting Dorrie Hennagir at 612/296-4617.

Proposals in response to this Request for Proposals must be submitted on the Chemical Dependency Program Division grant application form. Eight copies of the proposal must be in the Chemical Dependency Program Division Office, second floor, Human Services Building, 444 Lafayette Road, St. Paul, MN 55155-3823, no later than 4:20 p.m. on February 6, 1989.

Proposals submitted by mail must have a legible U.S. Postal Service postmark date of no later than February 2, 1989.

The Chemical Dependency Program Division and the State of Minnesota reserve the right to reject any and all proposals submitted and to reallocate funds contemplated for the purpose of this request to another purpose.

## Department of Human Services

### Chemical Dependency Program Division

#### Notice of Request for Proposals for Specialized Services for Hearing Impaired Persons Experiencing Chemical Abuse or Dependency Problems

The Chemical Dependency Program Division of the Department of Human Services is soliciting proposals for the provision of demonstration chemical abuse or dependency services for hearing impaired individuals who are presently not able to receive such services from existing agencies or providers. A total of \$50,000 is available with the expectation of funding more than one grantee. The funded services would begin on or about April 1, 1989 and continue for a minimum of 12 months.

All requests for further information or copies of the complete Request for Proposals and application forms can be obtained by contacting Dorrie Hennagir at 612/296-4617.

Proposals in response to this request must be submitted on the Chemical Dependency Program Division grant application form. Eight copies of the proposal must be in the Chemical Dependency Program Division office, second floor, Human Services Building, 444 Lafayette Road, St. Paul, MN 55155-3823, no later than 4:20 p.m. on February 6, 1989.

Proposals submitted by mail must have a legible U.S. Postal Service postmark date of no later than February 2, 1989.

The Chemical Dependency Program Division and the State of Minnesota reserve the right to reject any and all proposals submitted and to reallocate funds contemplated for the purpose of this request to another purpose.

## **Department of Jobs and Training**

### **Notice of Availability of Request for Proposals for Consultants to Develop a Space Utilization Plan**

The Minnesota Department of Jobs and Training (DJT) is seeking proposals from qualified consultants to develop a space use plan for its administrative components.

#### **Purpose of Project**

The purpose of this project is to analyze current space use and develop a plan that identifies future space needs of a large state department.

#### **Responsibilities of Consultant**

The successful bidder must develop future space needs for three time lines: February 1990, February 1991, and February 1992. Some of the deliverables that must be produced for the successful bidder are:

1. Develop, from existing blue line construction prints, detail floor plans of the current space in two downtown St. Paul buildings.
2. Develop and present a proposed space standard by specific work function to be used in reallocating space.
3. Develop the total space needs if all administrative functions were to be located in one building.
4. Develop an option analysis and recommendations regarding the use of various types of office furniture.
5. Develop detail floor plans for any relocation decided on.
6. Develop an on going space management system that could be used to make periodic adjustments.

#### **Expected Contract Start and Completion Dates**

The selected bidder is expected to begin work immediately after the contract has been signed and administratively processed. This is expected to be prior to February 1, 1989. The target completion date is March 31, 1990.

#### **Project Costs**

The department does not anticipate any proposal will exceed \$70,000.

#### **Contact**

Those interested in receiving Requests for Proposals should contact

Fred Wilkinson  
Minnesota Department of Jobs and Training  
Administrative and Financial Management  
390 North Robert Street  
St. Paul, Minnesota 55101  
(612) 296-1878

Proposals will be accepted until 4:30 January 16, 1989.

## **Minnesota State University Board**

### **Request for Proposal for Actuarial Consulting Assistance**

The Minnesota State University Board is seeking proposals from firms interested in assisting the Board in drafting a formal RFP to implement a "defined contribution" retirement plan for newly hired unclassified employees as authorized by the 1988 Legislature. It is intended that the "defined contribution" retirement plan be operational in late April, 1989. The formal RFP and specifications should be completed not later than February 1, 1989.

#### **Assistance is needed in three areas:**

1. Assistance in bid specification preparation
2. Actuarial evaluation of vendor's responses to the RFP
3. Qualifying the plan with the IRS under 401(a).

## State Contracts and Advertised Bids

---

Interested firms are requested to submit their proposals not later than 4:30 p.m., Friday January 13, 1989 to:

Morgan Pascoe, Associate Vice Chancellor  
Minnesota State University Board  
230 Park Office Building  
555 Park Street  
St. Paul, MN 55103  
telephone (612) 296-6870

**Each proposal should contain the following:**

1. Evidence of competence to act as a consultant in the "defined contribution" retirement field.
2. Persons to be assigned and their qualifications.
3. Your approach to fulfilling our requirements.
4. The cost of the services to be provided.

## Public Facilities Authority

### Request for Proposal for an Underwriter

#### Background

The Federal Water Quality Act of 1987 (the "Act") established a State Water Pollution Control Revolving Fund (referred to as State Revolving Fund or the "SRF") by adding Title VI to the Clean Water Act. Title VI requires that the State must provide a 20% match of the Federal contribution. Both the State and Federal monies are deposited in the SRF to make loans but not grants. The purpose of the SRF is simply stated in Section 603(c): "The fund shall be established, maintained, and credited with repayments, and the fund balance shall be available in perpetuity for providing such financial assistance."

The objective of the SRF is to help states become financially self-sufficient in achieving the objectives of the Clean Water Act. Creativity in designing and implementing the SRF is clearly encouraged by EPA.

The Minnesota Public Facilities Authority (the "Authority") was created by the 1987 Minnesota State Legislature to provide the instrumentality required under Title VI for the establishment of the Water Pollution Control Revolving fund or SRF.

The 1988 session of the Minnesota Legislature amended the Authority's powers to allow for the issuance of debt. The Authority has also proposed permanent rules relating to the SRF.

The State will contribute its 20% matching requirement for the fiscal year 1989 Federal Capitalization Grant and for the remaining Federal Capitalization Grants to the SRF. The amount of funds available to the SRF are as follows:

<u>Fiscal Year</u>	<u>Status</u>	<u>Cap Grant</u>	<u>State Match</u>
89	Appropriated	16.92	3.38
90	Authorized	22.30	4.46
91	Authorized	44.60	8.92
92	Authorized	33.40	6.68
93	Authorized	22.30	4.46
94	Authorized	11.15	2.23

The Authority contemplates maximizing its SRF funds through leveraging with a carefully designed debt issuance program (the "Program"). It intends to issue Authority revenue bonds secured by:

1. the SRF;
2. the revenues and general obligations of the loan recipients; and
3. the moral obligation of the State.

The Authority's Program will retain the Capitalization Grant as a debt service reserve and will provide loans to large and small borrowers at rates that are substantially below market. The interest earnings from the debt service reserve fund, the interest earnings from the operating reserves and fund balances and the State match, which is unencumbered, will all support the interest rate subsidies to the borrowers.

The Authority has discussed its program with the Regional Office of the U.S. Environmental Protection Agency and with a national rating agency. With minor caveats, both have concluded it is a workable program. Copies of State Legislation and program rules are available upon request from the Director of the Public Facilities Authority.

**Scope of Services**

The services required of an Underwriter include, but are not limited to the following:

- 1) Purchase the Bonds of the Authority that the Authority decides to negotiate.
- 2) At the direction of the Director of the Authority, assist the Authority's legal counsel, consultants and staff with relevant program documents.

**Contents of Proposal**

1. Provide a list of bond issues involving the types of financings listed below for which your firm has served as senior manager. Include bond issues since January, 1986 through June 30, 1988.

- Pooled financings in Minnesota and nationally.
- Local government sewer and sewage treatment financings in Minnesota and nationally.

2. Identify those individuals from your firm who would be involved with the program and provide a brief resume of each person. Please indicate the primary contact person to be generally available throughout all phases of the program. Also, describe past experience the members of the team may have, including involvement in those projects listed above, which would be relevant to this type of program.

3. Please identify the underwriters counsel to be used in the transactions.

4. Provide the most recent information and the date on your firms total capital, equity capital and excess net capital.

5. Describe your firm's commitment to underwriting municipal bonds. What changes do you foresee in the next 18 months and what are your firm's goals in the municipal market?

6. Assume the following issue is to be priced as of December 28, 1988:

\$50,000,000 Minnesota Public Facilities Authority Revenue Bonds  
20 year Tax Exempt  
Rating: AA (Moody's or S & P)  
Settlement Date: January 10, 1989  
First Coupon: January 1990  
Call Date: January 1999 at Par

- a. Please provide your proposed pricing for the above issue.
- b. Please indicate total discount, specifying management fee, expenses, sales credit and net to underwriter.
- c. Please provide recent comparable sales data. Please identify in which of these issues you served as a manager. Please indicate how this issue differs from the comparable issues and how you determined your pricing compared to the comparable issues.
- d. Please outline your marketing plan for bonds. Please describe your intended customers for these bonds, and outline a proposed schedule for marketing, sale, and delivery of the bonds.

7. Please indicate whether you recommend that a selling group or a syndicate should be used in the marketing of the bonds. Indicate the size and probable composition of the selling group or syndicate, if you recommend that one should be used.

8. Please indicate how the management fee in question 6 should be divided among the senior manager and co-managers, if any. Please indicate your recommended management group size.

9. A copy of your current Certificate of Compliance issued by the Commissioner of Human Rights.

10. A signed, notarized statement certifying that you are not required to have a Certificate of Compliance because you have not had more than 20 full-time employees in Minnesota at any time during the previous 12 months.

To obtain a Certificate of Compliance, a person must either develop an Affirmative Action Plan acceptable to the Commissioner of Human Rights or offer proof to the Commissioner of approval of an Affirmative Action Plan by a local human rights agency or the federal government by providing copies of the approved plan and documentation of the compliance status. You may contact the Minnesota Department of Human Rights for detailed instructions and assistance in obtaining your Certificate of Compliance at 612/296-5663 or by mail or in person at:

Contract Compliance Unit  
Minnesota Department of Human Rights  
500 Bremer Tower  
7th Place & Minnesota Street  
St. Paul, Minnesota 55101

# State Contracts and Advertised Bids

---

---

## References

Please provide the name and telephone number of a contact person from at least three references.

## Format of Proposal

All proposals will be in written form and will follow the sequence of items listed in the "Contents of Proposal" section.

The response to this request for proposal, including exhibits, may not exceed 20 pages.

## Selection of Criteria

Selection of the firms for oral presentation, if deemed necessary, and ultimate work for the State will be based on the following criteria:

1. Your discussion of items six and seven of the "Contents of Proposal" section.
2. The firm's experience in providing the services described in item one for Minnesota and national clients.
3. Professional qualifications of the specific individuals assigned to this program, especially the primary contact person.
4. Capitalization and ability to market both in the State and nationally.
5. Fees.

## Due Date

The proposals must be received by the Authority's Office no later than 4:00 p.m. on January 6, 1988. Late proposals will not be accepted under any conditions.

## Proposal Timetable

It is expected that the following schedule will govern this request for proposals.

December 19	Request for Proposal (RFP) published
January 6	Proposals due
January 17	Proposal reviewed and short list selected and notification for interviews
January 20	Interviews, at the Authority's Office
January 25	Anticipated date for Underwriting team selection

## Number of Copies

Please submit ten copies to:

Terry Kuhlman  
Director of the Public Facilities Authority  
Minnesota Department of Trade and Economic Development  
800 American Center Building  
150 East Kellogg Boulevard  
St. Paul, MN 55101  
612/296-4704

# Non-State Public Contracts

---

---

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector.

It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

---

## Metropolitan Council

### Request for Qualifications

The Metropolitan Council desires proposals for an experienced evaluation consultant to work with a team of managers and staff to assist and facilitate the development of an evaluation process adaptable to a variety of activities within the Council.

The Council plans to select an evaluation consultant in early 1989. To indicate interest in being considered for this role, send or deliver the following information in writing to the Council offices. In order to receive full consideration for this contract, interested vendors must provide all of the following information by January 6, 1989.

Required information:

1. A description of the consultant or firm, including the number of firm members with experience in program evaluation.
2. A description of the firm's experience in the development and implementation of program evaluation processes, including information about this experience in public agencies.
3. The name(s) of the person(s) who would serve as the evaluation process consultant and a resume for each outlining his or her experience and qualifications.
4. All fees and estimated associated expenses.
5. A description of the approach and techniques that would be effective in developing a program evaluation process in a public agency.
6. An anticipated timetable for this process.
7. A description of the firm's familiarity with the Metropolitan Council and its work.

Copies of the required information should be directed to Marion Angelica, Office of the Executive Director, Metropolitan Council, Mears Park Centre, 230 E. 5th Street, St. Paul, Minnesota 55101.

# Supreme Court Decisions

---

---

## Decisions Filed 16 December 1988

### **C7-87-1914 Fred C. Lucas, petitioner, Appellant v. Independent School District No. 284. Court of Appeals.**

Implicit in the contractual requirement that the seller of real estate furnish an abstract of title is the representation that the abstract is proffered to demonstrate the marketability of the seller's title. The buyer, in reliance on that representation, is entitled to confine the title search to the abstract and need not examine further or elsewhere before raising objections to the title, and timely objection based solely on examination of the abstract invokes the seller's obligation to make title marketable within the time allowed by the contract.

Reversed and remanded. Coyne, J.

# Announcements

---

---

**Environmental Quality Board:** A supplemental environmental impact statement has been required for the proposed changes in the transfer station portion of the Hennepin County Resource Recovery Project. A public meeting will be held on Tuesday 3 January 1989, 7 p.m. at Stewart Park Multipurpose Meeting Room, 2700-12th Ave. S., Mpls. and Thursday 5 January, 7 p.m. at Cooper Senior High School Auditorium, 4230 47th Ave. N., New Hope. Contact Jane Larson, Metropolitan Council, (612) 291-6500 if you would like to speak at one of the meetings. Comment period will end on January 19, 1989. Copies of the draft can be viewed at the Mpls. Public Library, and the Hennepin Area Libraries in Southdale, Brookdale, and Ridgedale.

## Announcements

---

Environmental Assessment Worksheet comments due on January 11, 1989 are: Ulen Wastewater Treatment Facility, to the MN Pollution Control Agency; Lake Prairie Egg Expansion #6 & #7, to Nicollet County; Blaine Harness Racetrack, to the City of Blaine; and Deluxe Corporation Shoreview Site (Victoria St. & I-694), to the City of Shoreview. Contact *EQB Monitor* editor Gregg Downing for more information (612) 296-8253.

**Health Dept. Leaflets:** Two new information leaflets on topics of current environmental interest are available from the Minnesota Dept. of Health. *Radon Facts* answers questions such as: What is radon? How can I check my home for radon? Where can I get an alpha track detector? and, How can I protect my house against radon? *Abandoned Wells* explains ways abandoned wells become a source of groundwater contamination, how to determine whether you have one on your property, how abandoned wells can be sealed and what it's likely to cost. To obtain copies of these leaflets or learn more, call (612) 623-5665 or write Gunilla Montgomery, MN Dept. of Health, 717 Delaware Street S.E., Box 9441, Mpls., MN 55440.

**Environmental Directory:** The Minnesota Environmental Quality Board recently published the *1988 Minnesota Environmental Directory* which provides names, addresses, phone numbers, contact persons and brief descriptions of most of the state's environmental organizations and agencies. The list is comprehensive. To obtain a copy, write to the EQB at Centennial Office Bldg., 658 Cedar Street, St. Paul, MN 55155, or call (612) 296-2783.

**Minnesota Beautiful Small Grants:** Some time after January 1, Minnesota Beautiful will again announce its Small Grants Program which offers up to \$500 for education projects implemented by school children. The program emphasizes projects that enhance the visual environment but the guidelines do not exclude other educational objectives. To obtain information, contact Mark Gustafson at (612) 296-2169.

**Environmental Speakers:** The Minnesota Pollution Control Agency has identified a number of staff persons who are willing to speak to audiences of all ages on a variety of environmental topics such as acid rain, air quality, incinerators, noise, lake protection, groundwater, hazardous waste, recycling, water quality, and solid waste. Contact George Johnson at (612) 296-7787 for more information.

**Education Computing Catalog:** MECC just released its new *MECC ETC. Catalog* which features many high-quality products that complement the many advanced technical opportunities available in education today. This concise, four-color catalog includes both MECC and non-MECC products, including: LCD Computer Imaging or Projection Systems; Videodisc Players and Software; and Current Events Videotape Subscription. MECC also announced the debut of MECC MANAGEMENT MASTER (MMM) a curriculum integration tool that ties together lesson plans, textbooks, MECC software, and student records. It is designed to simplify lesson planning and automate time-consuming tasks, thereby keeping the teacher in the forefront of the class. For more information or a free *MECC ETC. Catalog*, write or call toll free 1-800-228-3504 (in Canada, call 1-800-263-9677), MECC, 3490 Lexington Avenue North, St. Paul, MN 55126-8097.

## MAILING LISTS GALORE

### Successful business means successful sales

The Minnesota Documents Division has a variety of mailing lists of licensed professionals and permit holders that will enable you to focus your marketing efforts on a targeted audience.

Types of lists available are: registered nurses, real estate agents, physicians, insurance agents, boatowners, hunters, cosmetologists, teachers, and many more! And you can get them on printouts, cheshire/pressure sensitive labels, as well as 9-track magnetic tapes.

What's more, you can choose from several selection capabilities. You will find our selections most helpful and beneficial to your business when you learn that you can acquire names and addresses of individuals in the areas you need to target most.

Find out more about our mailing lists by writing for our free mailing list catalog. In a hurry? Call (612) 297-2552 for more information. Requests can be sent to: Minnesota Documents Division, Mailing List Operation, 117 University Avenue, St. Paul, MN 55155.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

# Minnesota Manufacturer's Directory 1987-88

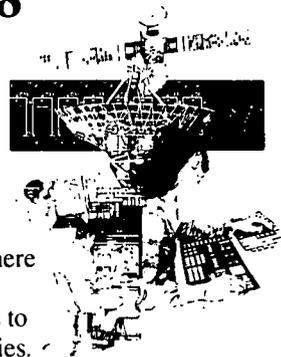


**UPDATED:** Name, address, phone number, staff size, sales volume, market area, year of establishment, type of firm, C.E.O., Sales or Marketing Manager, Purchasing Manager and four major manufactured products. Code #40-2, \$73.00.

**NEW:** In the directory this year are two titles (where applicable) Chief Engineer and Data Processing Manager.



**REVISED:** There are more than 7,000 changes to the 7,068 entries.



**TO ORDER:** Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

## Voices of the Loon

Its voice severs the bonds to the world of cities, traffic, crowds, lights and noise. The lyrical magic of the loon, sometimes hauntingly eerie, makes the skin tingle, and the hair on the back of the neck stand on edge, awakening a primitive response. Its solitary wail turns the shadowy wilderness into a mysterious path into eternity.

**Voices of the Loon**, cassette tape, includes introduction and loon call identification, chorus from a distant lake, tremolo duet, wail duet, border confrontation, wails with morning songbird chorus, tremolos while running, wails during a thunderstorm, and coyotes calling with loons. Code #19-73, \$12.00.

**The Loon: Voice of the Wilderness**, hardbound with color plates and illustrations, 143 pages. Code #19-54, \$15.95.

**Loon Calendar 1988**, beautiful photographs and scenes. Code #15-40, \$6.95.

**Loon Lapel Pin**. Code #15-30, \$2.49.

**Loon Windsock**, 56 inches long in full color. Code #15-29, \$19.95.

**Loon Nature Print**, full-color poster 16" x 22". Code #15-18, \$3.00.

**Loon with baby**—poster, 16" x 20". Code #15-48d, \$3.00.



**TO ORDER:** Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication, either as is, reduced, or redesigned to suit your format.

## Minnesota's future environment

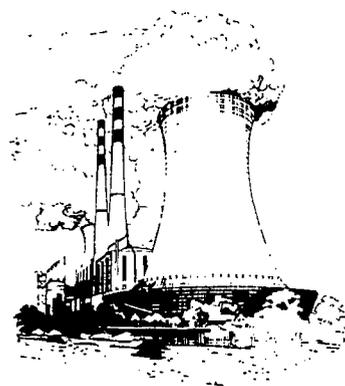
The issue of environmental protection is of continuing interest to both Minnesota business and the general public. Stay abreast of changes in state government regulations with these publications.

### 1987 Pollution Control Laws

Laws dealing with water pollution, disposal facilities, solid waste management, the MN Environmental Rights Act, recycling, and more. Code No. 2-21. \$15.00.

### 1987 Hazardous Waste Rules

Governs the production, storage, transportation and disposal of hazardous waste. MN Rules Chapter 7045 and 7046. Code No. 3-71. \$15.00.



**TO ORDER:** Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

## Subscription Services

The Minnesota Documents Division offers several subscription services of activities, awards, decisions and special bulletins of various Minnesota state agencies.

Use the handy order form on the back of the *State Register* to order. Simply fill in the subscription code number, include your name, address and zip and your check made out to the State of Minnesota (PREPAYMENT IS REQUIRED) and send it in. We'll start your subscription as soon as we receive your order, or whenever you like.

SUBSCRIPTION	COST	CODE NO.	SUBSCRIPTION	COST	CODE NO.
Career Opportunity Bulletin, 1 year	\$ 25.00	90-3	State Register, 1 year	\$130.00	90-1
Career Opportunity Bulletin, 6 mos.	\$ 20.00	90-4	State Register, 3 mos. trial can be converted to a full subscription for \$90 at end of trial	\$ 40.00	90-2
Human Services Informational and Instructional Bulletin	\$100.00	90-6	Tax Court/Property Decisions	\$210.00	90-11
Human Services Bulletin List	\$ 30.00	90-7	Workers Compensation Decisions, unpublished subs run Jan-Dec; can be prorated	\$320.00	90-12
PERB (Public Employee Relations Board) Awards	\$285.00	90-9	Workers Compensation Decisions	\$ 89.50	
PERB (Public Employee Relations Board) Decisions	\$ 60.00	90-10	Vol. 38 (limited quantity)	\$105.00	
Minnesota Statutes Subscription Includes the complete 10-volume set of Minnesota Statutes 1986 and the 1987 Supplement	[ Out of Stock ]	18-8	Vol. 40		

TO ORDER: Prepayment required to start your subscription. Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000 VISA/MasterCard orders accepted. Please include daytime phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

## For Real Estate Professionals:

### REAL ESTATE RULES 1987

Chapters 2800, 2805, and 2810 from the Minnesota Rules. *Essential* for both students and established brokers and salespersons. It contains all education and licensing requirements. Code No. 3-99. \$8.00

### REAL ESTATE LAWS 1987

Includes all the changes made by the 1986 State Legislature. Complete and up-to-date. Code No. 2-92. \$6.00.



TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.



## Morel: Minnesota's mushroom

**ROON: A Tribute to Morel Mushrooms**, this delightful treatise on the "filet mignon" of mushrooms will help the stalker of this elusive prey find, and prepare in a variety of ways, its mouth-watering madness. Code #19-55, \$12.00.

**Edible Mushrooms**, a classic guide to safe mushrooms, describes 60 species in detail, with photographs (many in color) to show each in its natural habitat. Advice to amateur mushroom hunters. Paperbound, 118 pp. Code #19-11, \$9.95.

**Malfred Ferndock's Morel Cookbook**, brim full of morel lore, interesting and tall tales, recounts of the hunt, and many savory recipes. Spiral bound, 117 pgs., black & white photos and drawings. Code #19-83, \$8.50.

**Northland Wildflowers**, the perfect mushroomers companion. An excellent guide for identification and enjoyment of wildflowers, with 308 color photographs and descriptions of 300 species. Paperbound. 236 pp. Code #19-9, \$12.95.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

# NOTARY PUBLIC LAWS

Statutory requirements regarding the oath of office, necessary bond, and taking of depositions. Includes an explanation of the term of office and procedures for removal from office. Code No. 2-13. \$4.00.



Jane Smith

NOTARY PUBLIC-MINNESOTA

RAMSEY COUNTY

My Commission Expires January 1, 1994

## U.S. SMALL BUSINESS ADMINISTRATION PUBLICATIONS:

Insurance and Risk Management for Small Business	Code No. 16-50. \$3.00.
Small Business Finance	Code No. 16-42. \$2.00.
Starting and Managing a Small Business of Your Own	Code No. 16-40. \$4.75.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

## Catching criminals is only one part of law enforcement. Here's the rest of it.

**Police Report Writing Style Manual 1986**—A common framework for report writing throughout the state. Discusses the general purpose of police reports, reviews field notetaking, offers instructions on completing common report forms, and introduces the Data Practices Law. Code No. 14-13. \$12.50.

**Background Investigation Manual 1986**—A guide to conducting effective thorough background investigations of peace officer candidates. Included are various criteria for use in the selection process: experience, education, and past behavior. Sample forms. Code No. 14-15. \$10.00.

**Motor Vehicle Traffic Laws 1987**—Includes laws governing motor carriers, motor vehicle registration and no-fault auto insurance. Code No. 2-85. \$13.00.

**Criminal Code & Selected Statutes 1987**—Governs the conduct of peace officers. Includes continuing education requirements, sentencing standards, and more. Code No. 2-68. \$15.00.

**Blue Binder**—3 ring, 2" capacity. Criminal Code and Motor Vehicle Traffic Laws require 1 binder each. Code No. 10-21. \$4.25.



TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

## Murder: Minnesota style

**Murder in Minnesota** is a treasury of vintage crimes. Characters, some famous, some obscure, come to life in all their cleverness or murderous madness. Minnesota cases from 1858-1917. 253 pp. photos, index. Code 17-35, \$5.95.

**Robber and Hero** On September 7, 1876 six members of the James-Younger gang blasted their way out of Northfield, Minnesota. George Huntington's classic account of the Northfield Bank raid is as fascinating today as it was when first published 19 years after the attempted robbery. 125 pp., charts, maps, photos, with index. Code 17-40, \$5.95.

**Secrets of the Congdon Mansion** The prosecutor called it a crime of greed. A complex, intriguing murder case, set in one of Minnesota's most spectacular mansions, and now a top Minnesota tourist attraction on Duluth's famous Lake Superior North Shore Drive. By Joe Kimball, 64 pp., drawings. Code 19-56, \$4.95.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

# Human Services Laws and Rules

## Human Services Laws 1987

An extract from the statutes. Includes legislative amendments and additions from the most recent session. Code No. 2-56. \$21.00

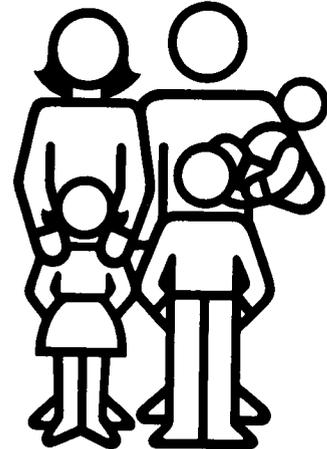
## Human Services Rules as in effect July 7, 1986

Rules governing assistance programs, eligibility grant amounts, AFDC and residence requirements. MN Rules Chapter 9500-9580. Code No. 3-95. \$24.95.

**Human Services Rules Supplement 1987.** Includes recent changes to many rules in effect from July 1986 through January 1987. Code #3-95s1, \$14.00.

**3 ring binder.** 2" capacity. 1 required for each of above listed publications. Code No. 10-21. \$4.25.

**TO ORDER:** Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.



Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.



## Woodworking for Wildlife

*Woodworking for Wildlife*, delightfully written and carefully illustrated with a variety of game bird and mammal box designs. Includes important information on the placement of nests in proper habitat areas and maintenance requirements. Diagrams, 48 pp. Code #9-14, \$3.95.

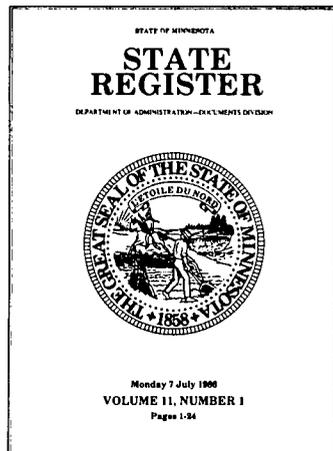
*Help Minnesota's Wildlife*, feed the birds and give to the Nongame Wildlife Checkoff on your Minnesota Tax Forms. Poster. 22" x 17", full color. Code #9-2, \$4.00.

*Mammals of Minnesota*, discusses wild mammals that inhabit Minnesota today, or in the recent past. Tells how to identify them, their distribution in the state, and their natural history. U of M Press, 1977, illustrated, index, bibliography, paperbound, 290 pp. Code #19-35; \$15.95.

*Bird Portraits in Color*, a total of 295 species of birds are depicted through magnificent illustrations, reproduced in seven-color lithography, accompanied by authoritative information about birds' activities, habitats, songs, and other characteristics, U of M Press, 1980, index, 92 color plates, hardbound. Code #19-41, \$12.95.

**TO ORDER:** Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.



## We want you to have our business—\$1 billion annually

Each year over \$1 billion in state contracts are awarded. About \$20 million in state contracts per week are advertised in the **State Register**, the most complete listing of state contracts available. Just a *sampling* of contracts includes, consulting services, professional services, technical services, commodities, equipment, supplies, and a wide variety of special services.

For 50¢ a day, the price of a **Wall Street Journal**, we will deliver to your office the most effective and economical means of tracking state contracts. The smart way to stay in the know, and land the business of state government, is with the **State Register**.

Come blizzard, tornado, flood or earthquake—you'll find important and valuable information for your business you won't find anywhere else. Every Monday, 52 times a year, the **State Register** publishes the most thorough listing of state contracts, and is the only source of state agency rulemaking activity, plus important tax court decisions, official notices, executive orders of the governor, supreme court decisions, and a calendar of scheduled cases to which you can add your "friend of the court" questions.

Could you hire someone to bring all this information to you and your company for so little money? Let us bring you the business of state government. Subscribe to the **State Register** today, or call 296-4273 for more information.

An annual subscription is \$130 and a 13-week trial subscription is \$40. MasterCard/VISA orders can be taken over the phone, otherwise prepayment is required. Send your orders to the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

# Minnesota's Bookstore

---

---

## Publications, Services, Subscriptions

**Order Form on Back—For Information, Call 297-3000**

### NEW PUBLICATIONS:

**1988-89 State of Minnesota Telephone Directory.** A compilation of state legislative, judicial and executive offices, and agency addresses, phone numbers, and employees. Sections include alphabetical employee listing, agency classified listing, Greater Minnesota and index listings. Over 250 pages. Stock #1-87. \$10.95 plus tax.

**Pharmacy Rules 1988.** Governs the licensing and operation of pharmacists and pharmacies. Also includes rules for licensing manufacturers and wholesalers, continuing education for pharmacists, internships, the handling of controlled substances and radioactive drugs, and disciplinary proceedings. Stock #3-67. \$6.00 plus tax.

**Health Care Facilities Directory 1988.** A list of hospitals and related institutions licensed and/or certified to deliver various levels of care. The list is alphabetical by county, town and facility name. Stock #1-89. \$16.00.

**Landscaping for Wildlife.** Attract songbirds, deer, butterflies, hummingbirds, pheasants, and other wildlife to your property by using the tips in this 144-page, 4-color book. Stock #9-15, \$6.95 plus tax. See "Special Set Offer" below.

**Woodworking for Wildlife.** Carefully illustrated with a variety of game bird and mammal box designs, including maintenance requirements and important tips on placement of nests in proper habitat areas. 47 pages with diagrams. Stock #9-14, \$3.95 plus tax. See "Special Set Offer" below.

**"Special Set Offer."** Save 10% by purchasing the two books together on wildlife mentioned above. Stock #9-20, \$9.95 plus tax.

### OTHER PUBLICATIONS

**Our Minnesota.** More than 100 full-color photos by Les and Craig Blacklock portray Minnesota in her seasonal beauty, with text from the personal journal of Fran Blacklock's thirty years of traveling the state. Stock #9-23. \$12.95 plus tax.

**Minnesota's Geology.** The fascinating story of Minnesota's geologic development, from early Precambrian to Quaternary Periods and the state's mineral resources. Stock #19-80. \$18.95 plus tax.

**Historic Sites and Place Names of Minnesota's North Shore.** John Fritzen, long time employee of the Minnesota DNR draws upon his almost 40 years as a forester, mostly spent on Minnesota's colorful and legendary North Shore, to regale readers with tales of timbermen, pioneer settlers, miners, commercial fishermen and others. Black and white photos. Stock #9-11. \$3.50 plus tax.

**1987 Laws of Minnesota:** Laws of the 1987 legislative session, Code #18-5. \$42.50 per set.

**1987 Minnesota Rules:** Rules of the 75 state agencies authorized to establish rules of conduct and procedure. Code 18-300. \$160 plus \$9.60 sales tax per 11-volume set.

**Minnesota Rules 1988 Supplement Number 1.** Updates *Minnesota Rules 1987* and is part of the subscription service for that 11-volume set of administrative rules. A second supplement will be available in December 1988.

**Education Rules.** Rules of the State Board of Education governing state aid, vocational education, handicapped students, teacher certificates and much more. Code #3-28, \$19.00 plus tax.

**Occupational Safety & Health Rules 1987.** State standards for safe working conditions including personal protective equipment, walking and working surfaces, illumination and ventilation. Stock #3-18, \$10.00 plus tax.

**"Seat Belts Fastened?" Sign.** Safety reminder for work, church, club or home, this 12"x18" aluminum sign with black letters on white background features a seat belt "buckle-up" graphic. Stock #19-21, \$16.00.

### SUBSCRIPTIONS:

**State Register.** Minnesota's official weekly publication for agency rules and notices, executive orders of the Governor, state contracts, Supreme Court Calendar, Supreme Court and Tax Court Decisions. Annual subscription \$130; Trial Subscription (13 weeks) \$40.00; Single copies \$3.50.

**Workers Compensation Decisions.** Volume 40. Selected landmark decisions of the Worker's Compensation Court of Appeals. Annual subscription. \$105.00.

### SERVICES:

**Mailing Lists.** Lists of Minnesota licensed professionals and permit holders. Write or call (612) 297-2552 for a free mailing list catalog which contains available lists, selections, formats, pricing and ordering information.

**American Flag.** Perfect for home or office. 3' x 5' with embroidered stars. Heavy nylon bunting. Code No. 6-1. \$21.00, plus tax.

**1988 Lake Map Index.** Listing over 4,000 lake maps. Free.

**Minnesota State Documents Center 1988 Catalog.** Lists publications available through Minnesota Documents Center. Free.

**State Register Binder.** Durable 3½ inches, forest green binders imprinted with the *State Register* logo. \$6.50 plus 39¢ tax.

